

## JOB DESCRIPTION



Post:	Assistant Head Curriculum and Enrichment
Reporting to:	Deputy Head Achievement
Salary:	Leadership point 14-20
Liaising with:	Headteacher, SLT, Lead Practitioners, other senior and middle leaders, teachers, support staff, external agencies, parents/carers and students

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### **General Role**

As a Catholic academy we are committed to the spiritual and personal development of all young people in our care. As an academy we strive to ensure that students in our care are healthy, safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing.

As a Senior Leader in the academy, you have a general role and responsibility to ensure that through your attitude, organisation, commitment and professionalism, these goals are promoted, so as to enable the wellbeing and success of students at The Palmer Catholic Academy.

### **Leadership dispositions and attributes and duties**

Below are the required leadership dispositions/attributes and the main duties of the post

#### **Dispositions and attributes to promote positive leadership and the school ethos**

- Have high expectations of themselves and all those with whom they work
- Act as a presence and role model around the academy to influence students and staff
- Be reflective and self analytical towards challenges and issues
- Be a pro-active problem solver, showing initiative and offering solutions
- Be an ambassador for the values and ethos of the academy with students, staff, parents and the wider community,
- Support the academy ethos with regards to daily collective worship

#### **Staff Management**

- Liaise with HODs and other senior colleagues throughout the timetabling process
- Support HODs and other colleagues as appropriate, to understand some of the principles of timetabling
- Work closely with relevant AHT and HOY to ensure options processes run smoothly
- Ensure all curriculum plans, staffing, rooming and timetables are up to date and regular updates to and from staff received
- Complete overview calendar to focus on evaluating the effectiveness of the timetable
- Support the CPD of staff and if necessary contribute to their performance reviews

#### **Student Progress**

- To work with the Deputy Head Achievement using performance data to ensure the timetable and curriculum are fit for purpose and will deliver the best outcomes for our students
- To work with Deputy Head Achievement to check that the curriculum offer best meets the needs of our students
- To monitor and evaluate the effectiveness of all timetabling changes put in place and its impact on students and their learning
- To inform students of curriculum, changes and how this can affect them

- To develop a series of parental support sessions to give parents/carers strategies for supporting their child's decisions throughout the options process

### **Student Behaviour**

- Assist in the implementation of the academy's Behaviour Policy and procedures so that effective learning can take place
- Use Arbor to analyse, identify and work with SLT to strategically plan for exemplary behaviour across the academy
- Be a role model for staff and students in terms of personal behaviours and attitudes, ensuring students are praised and encouraged more than reprimanded
- Work with middle leaders to ensure positive behaviour is rewarded and parents/carers informed
- Assist and direct the HOYs in investigating incidents and take the lead in investigating more serious incidents, ensuring the groundwork is done and written up clearly, prior to passing on to Deputy Headteachers
- Be pro-active in preventing incidents by ongoing presence around the academy and liaison with HOYs and students
- Ensure regular contact with parents/carers take place

### **Student Guidance and Support**

- Be always guided by the academy's Catholic ethos and the KCSIE focus
- Take seriously claims of bullying and make dealing with it the highest priority
- Be vigilant in reporting all safeguarding concerns
- Be responsible for the welfare, appearance, discipline and pastoral care of the year group to whom which you are assigned
- Support students through planned teaching and learning / study skills sessions punctuated throughout the academic year and in agreement with the HOY

### **Whole School**

- Actively support the academy's corporate policies and procedures
- Comply with the academy's Health, Safety and Welfare Policy

### **Specific Responsibilities**

- To have a vision for the curriculum and options processes across the academy and to implement it so that staff, parents and students make well informed decisions that lead to the best outcomes for students
- To have a strategic overview of what the timetable could / should look like in order to produce the best outcomes for students
- To keep up to date with research, curriculum changes and national policies and assessment to inform curriculum decisions across the academy
- Strategic daily cover, long term supply and wider staff recruitment, including sponsorship
- To lead on all aspects of the academy's curriculum both formally and informally across the academy working with the Headteacher, other senior colleagues including lead practitioners and middle leaders to secure excellent outcomes and progress for students
- To deliver high quality training on identified aspects of the curriculum that will help to secure improvements across the academy
- To monitor the quality of the curriculum and timetable through learning walks to evaluate the impact of the curriculum, timetable and rooming on students and staff
- Work closely with Deputy Head Achievement and AHT –Teaching and Learning to ensure that all teaching and learning priorities are supported by an appropriate and relevant curriculum and timetable that supports the delivery of excellent outcomes.
- To be the main link with internal and external agencies involved in curriculum development and design

- To be responsible for the effectiveness of curriculum, timetable and options processes across the academy
- To exemplify the positive leadership dispositions and attributes referred to in the general job description
- To inform the Headteacher of any matter that may affect the management of the academy

#### **Enrichment**

- Ensuring all students have a range of suitable opportunities that broaden their experiences and enable them to develop their talents and interests
- Tracking, monitoring and reviewing the academy's Enrichment Programme for all groups of students

#### **SLT responsibilities**

- Creating and updating the academy timetable
- Delivering options processes at all key stages
- Keeping up to date with local and national changes to curriculum, assessment and policies that can affect students and the academy
- Ensuring middle leaders and senior leaders have the knowledge and understanding to make informed choices about curriculum and timetabling that will meet the needs of students and staffing requirements
- Evaluating the effectiveness of the curriculum and option processes
- Cover arrangements and all associated processes
- Act as the academy's Educational Visits Co-Ordinator (EVC)

## Person Specification: Assistant Head – Curriculum and Enrichment

	Essential	Desirable
Qualifications	Qualified Teacher status.	Evidence of continuous INSET with particular reference to curriculum design as a means to improvement in teaching and learning across key stages
Experience	<p>The Assistant Head should have experience of:</p> <ul style="list-style-type: none"> <li>- Operating at middle leadership level</li> <li>- Curriculum design</li> <li>- Successful timetabling of a whole school timetable</li> <li>- Successful use of data to inform curriculum decisions and options processes</li> <li>- Developing training programmes</li> <li>- Working with IT systems to deliver timetabling priorities on a whole school scale</li> <li>- Proven track record of outstanding practice in securing outcomes for young people</li> <li>- Setting targets, monitoring progress and evaluating impact</li> <li>- Working with colleagues in teams and across the academy</li> <li>- Leading a team of teachers on an initiative</li> <li>- Training other teachers</li> <li>- Working alongside other teachers in the development of and success in dealing effectively with learning/pastoral issues</li> <li>- Continuing professional development</li> <li>- Holding colleagues to account to tackle underperformance</li> <li>- Positive teaching strategies</li> </ul>	
Knowledge and Understanding	<p>The Assistant Head should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>- The progress of students across departments after data drops alongside key areas of development</li> <li>- Changes to curriculum at all key stages and the possible impact on students and the academy as a whole</li> <li>- Quantifying the effectiveness of curriculum design in supporting student outcomes</li> <li>- The importance of the line management system in leading and holding others to account</li> <li>- The importance of building and sustaining teams</li> <li>- Strategies for intervening with staff who are at risk of underperforming as well as those who need further professional stretch</li> </ul>	
Skills	<p>The Assistant Head will be able to:</p> <ul style="list-style-type: none"> <li>- Make consistent judgements based on careful analysis of available data as evidence</li> <li>- Have good data analysis skills with the ability to</li> </ul>	<ul style="list-style-type: none"> <li>- Confident in the use of data analysis and ICT systems</li> <li>- Good influencing and</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
	<p>synthesise the information in reports and for individual and department consumption</p> <ul style="list-style-type: none"> <li>- Be able to organise option processes at all key stages</li> <li>- Have good communication skills, both written and oral</li> <li>- Have good presentation skills with the ability to enthuse and motivate others</li> <li>- Have good organisation skills.</li> </ul>	<p>negotiation skills.</p>
Personal Characteristics	<ul style="list-style-type: none"> <li>- Ability to support the Catholic ethos of the Academy</li> <li>- Willingness to share expertise, skills and knowledge</li> <li>- Self-regulation and management</li> <li>- Sensitivity to the aspirations, needs and self-esteem of others</li> <li>- Commitment to team working and to the advancement of the academy</li> <li>- Willingness to address challenging issues with clarity of purpose and diplomacy</li> <li>- A positive attitude and a sense of humour.</li> </ul>	