



CORE PURPOSE

- To share in the leadership and the corporate responsibility of the school
- To assist the Headteacher and governing body in ensuring high quality education for all pupils, continuous school improvement and ongoing staff development
- To take full all-through responsibility for leading and managing significant aspects of the school as directed by the Headteacher and governing body
- To undertake, in the absence of the Headteacher, the professional duties of the Headteacher

Specific Responsibilities

- Strategic direction and development of the Primary and Nursery phase
- To help to formulate the aims and objectives of the school and its policies
- To help embed the vision, values, ethos and ambitions of the school
- To keep up to date with and share knowledge of current issues in education
- To contribute to effective school self-evaluation and improvement planning

Leadership and Management

- To work with the leadership team to present an accurate and coherent account of the school's performance
- To lead priority areas of the school improvement plan
- To support the Headteacher to effectively manage the deployment and performance of all staff, teams and pupils
- To co-ordinate and manage the Continuing Professional Development of all staff
- To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources and finances
- To attend main governors' and sub-committee meetings

Teaching and Learning

- To be a consistently outstanding role model and play a major role in the development of high quality teaching and learning throughout the school
- To have a timetabled teaching commitment for class and/or sets
- To work with the Headteacher to ensure the ongoing monitoring and regular evaluation of the quality

of teaching and learning and the development of a broad and rich curriculum

- To ensure creativity in the curriculum and promote curriculum enrichment
- To promote the effective management of pupil behaviour and safeguard the welfare of children and young people

Curriculum Leadership

- To have an overview of the curriculum ensuring continuity and progression
- To lead on the provision for creativity, enquiry and problem solving in the school's curriculum, whilst ensuring key learning skills and knowledge are planned for
- To monitor and evaluate planning, quality of teaching and learning and pupil progress
- To co-ordinate the provision for More Able pupils

Assessment, Recording and Reporting

- To lead on recording, analysing and reporting of assessment data
- To guide and advise the leadership team when setting statutory targets and internal targets for attainment
- Be responsible for the school's pupil progress tracking system, keeping it up to date and advising the Headteacher and other staff on pupils requiring intervention strategies
- To lead pupil progress meetings and oversee intervention programmes
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement.

Other Duties

- To implement policies and procedures to promote high standards of behaviour and positive attitudes for all pupils
- Share in the leading of collective worship
- To develop and maintain positive and effective relationships with parents and carers, governors and other community partners
- Carry out any other duties as directed by the Headteacher

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers' Pay and Conditions Document

This job description includes but is not limited to the duties as described above and will automatically be reviewed annually and may be amended at any time during the year after discussion with the member of staff.