



## CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

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Head Teacher: Steve Dew

### Job Description for Assistant Headteacher (KS2/Curriculum Leader)

**Grade:** L2 – L6

**Accountable to:** The Headteacher, the Governing body, Oxfordshire Local Authority and the Diocese of Oxford

#### Responsible for improving Teaching and Learning in KS2 through:

Curriculum development and implementation across the school

Supporting and being accountable for the teacher and the Teaching and Learning across KS2

Supporting and being accountable for the work of the Key Stage 2 leader

Working collaboratively with other Assistant Headteachers, phase and subject leaders to ensure led and implemented across the school with particular accountability for the provision in KS2

Carrying out the duties defined by the Headteacher in line with the expectations set out below

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This job description may be amended at any time following consultation between the Assistant Headteacher, Headteacher and Governing body of Church Cowley St James Church of England Primary School – referred to throughout the job description as ‘the school’ – and will be reviewed annually.

This job description should be read in conjunction with the current School Teacher’s Pay and Conditions Document and the provisions of that document will apply to the post holder.

#### Specific Areas of Responsibility

- **Curriculum development, its intent and implementation**
- Develop a school curriculum that inspires teachers and support staff to take risks and fosters a love of learning in children
- Develop a school curriculum offer that broadens children’s horizons and allows children to experience new opportunities and gain real life skills
- Lead on the development and implementation of the National Curriculum across the school
- Monitor, evaluate and report on the impact of the curriculum to the Governing Body, members of the SLT, other staff in the school and parents and carers.
- To lead on staff INSET in all areas relating to the curriculum

- **Accountable for the work of teachers (KS2).**
- Coach teachers in KS2 in devising high quality learning opportunities in all areas of the curriculum
- Plan and teach alongside teachers in the KS to ensure rapid improvement where weakness' exist
- Be accountable for ensuring that subject leaders plan, monitor and evaluate the standards of the teaching and learning in their subject area with the Assistant head for Assessment / monitoring and EYFS/KS1
- Develop, with the SLT, the abilities of the subject leaders in order for them to lead and improve subjects throughout the school, with particular accountability for KS2
- Support subject leaders, with the SLT, to evaluate teaching in their subject areas across the school, with particular accountability for Teaching and Learning in KS2
- Ensure statutory assessment is carried out and reported
  
- **Accountable for the work of the Key Stage 2 leader (years 3-6)**
- Coach the key stage leader to support and enable high quality learning opportunities in all areas of the curriculum across the key stage
- Be accountable for ensuring that key stage leader plans, monitors and evaluates the standards of the teaching and learning in their phase
- Develop the role of accountability of the key stage leader in order for them to lead and improve teaching and learning throughout Key stage 2
  
- **Working collaboratively with other Assistant Headteachers**
- Share responsibility for improving teaching and learning across the school
- Share best practice and knowledge that will lead to improvements
- Support and challenge each other to enable them to undertake each of their roles effectively and be effective as a team
- Support each other to develop their leadership skills
- Responsible for Rota's, timetabling of lessons and adults in the KStage
- Support the Asst Head for Inclusion in ensuring the provision mapping for children with SEN, PPG, EAL etc is implemented effectively across the KStage
  - Develop the schools place and standing in the community
  - Upkeep the School website and social media channels
  - Plan and hold events for parents and families

## **Key Areas of Responsibility reflected in the expectations of an Assistant Headteacher at Church Cowley St James Church of England Primary School**

### **1. Shaping the future**

The Assistant Headteacher will be expected to:

- Work with the Headteacher, other senior leaders and the Governing Body to uphold and communicate a shared vision within the school that:
  - Has on-going school improvement at its' core to ensure that all children succeed
  - Is underpinned by the core Christian values
  - Is responsive to the changing education landscape
- Assist the Headteacher in communicating the vision of the school in a way that inspires and motivates staff, children, parents, key stakeholders and the wider community

- Work with the Headteacher, the Governing body and other senior leaders to set and communicate challenging and ambitious targets for pupil progress and achievement
- Support the Headteacher in implementing the school's vision by contributing to the Raising Achievement Plan
- Work with parents so that they have input and ownership in shaping the future of the school
- Work with the wider community in a way that ensures their contribution to school development and the contribution the school makes to the community development
- Ensure creativity and innovation within the school and harness new technologies to ensure that the school maximises the potential this can offer to children's learning and communication with parents, staff and the wider community
- Model the values and vision of the school through their everyday practice
- Ensure that the Christian character of the School is clearly articulated, shared and understood by all

## **2. Teaching and learning**

- Promote excellence and innovation in teaching and learning in the School, ensuring a continuous and consistent focus on the rate of pupil's progress, their achievement and development (moral, spiritual, physical and social, as well as academic)
- Regularly monitor the rate of pupil progress and identify where support is needed both for pupils and teachers to ensure that all children make maximum progress and the gap in achievement is closed for the most vulnerable
- Work with the Headteacher and other seniors to ensure the effectiveness of every teacher in terms of teaching and learning, challenging underperformance and ensuring support to improve practice
- Monitor lesson planning and work scrutiny to feedback to teachers to ensure consistency and high quality across the school
- Work with the Headteacher and other senior leaders to develop, implement and evaluate school policies in relation to teaching and learning.
- Alongside the Headteacher and other staff, ensure that effective behaviour management strategies are understood by all and implemented consistently across the school
- Create a positive and inspiring ethos that encourages, maintains and rewards high standards of behaviour
- Undertake a regular teaching commitment across the school as directed by the Headteacher which demonstrates teaching that is at least consistently good or better.

## **3. Developing Self and Working with Others**

- Develop and maintain a culture of high expectation both for themselves and others within the school
- Develop a collaborative learning culture within the school so that each member of staff is able to improve their practice in order to provide the very best education for children
- Model the importance of professional learning through being proactively engaged with and leading a wide range of learning opportunities and continuing professional development both within and beyond the school (INSET, Phase meetings, SLT and governor meetings)
- Work with teams across the school to drive up the quality of teaching and learning practice to ensure that all teachers are accountable
- Model and lead the attitudes and practice that puts safeguarding children and health and safety as the highest priority across the school
- Appraise members of staff in line with the School's agreed framework for the appraisal of Teachers and support staff

Signed \_\_\_\_\_ *Post Holder*

Signed \_\_\_\_\_ *Headteacher on behalf of the Governing Body*