



ASSISTANT HEAD CURRICUUM (JUNIOR SCHOOL)

Reports to: Head of Junior School

Job Purpose: The key focus of this role is to lead the uniquely broad curriculum in the Junior School, with a particular focus on ensuring the academic development of each child so that they make the best possible progress.

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Major responsibilities:

- Lead the management and development of the Junior School's uniquely broad curriculum
- Oversee assessment and tracking of academic achievement in the Junior School including the analysis of performance data to raise academic standards
- Promote the highest standards of teaching and learning to include current best practice and reflect innovation and to oversee continuing professional development of staff and GTCS registration
- Liaise with Learning Support to ensure all children are suitably assessed and supported with appropriate Learner Profiles in place
- Liaise with the Enquiry coordinator to ensure that all children benefit from enriched project-based learning
- Liaise with the Director of Student Development to ensure all children are making appropriate progress and are accessing enrichment and support

Leadership:

- Support the Head of Junior School in the day-to-day management of the school, deputising for her as required.
- Communicate the school's vision compellingly and support the Executive's strategic leadership.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Work closely with all of the Assistants Heads in the senior and junior schools to promote a whole-school culture.

Managing staff:

- Assist with the selection and recruitment of new curriculum and pastoral staff.
- Line manage Junior School teachers including Performance Review and Development
- Create an ethos within which the Junior School teachers are motivated and supported to develop their skills and knowledge.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

Specific Areas of Responsibility:

- Oversee the marking policy and carry out regular work scrutiny
- Oversee reporting of progress to parents and pupils
- Ensure accurate and appropriate record keeping of academic data, timetabling and class lists on iSAMS
- Administer the timetable and cover rota
- Lead quality assurance of the curriculum, such as via learning walks and reviewing schemes of work.
- Manage curricular aspects of the calendar.
- Ensure all planning, risk assessments, bookings and parental communications have been carried out for all curriculum trips prior to Head of Junior School sign off.
- Lead staff training
- Lead the coordination of projects and expeditions.
- Take responsibility for school policies relating to academic life within the Junior School
- Oversee the development of Junior Duke Award within the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head of Junior School.

PERSON SPECIFICATION

Attributes	Essential	Desirable	Assessment Method
Education and qualifications	<ul style="list-style-type: none"> • Good first degree in or closely related discipline • Postgraduate Certificate in Education or equivalent in secondary education • Registered with the GTCS 	<ul style="list-style-type: none"> • Recent further qualifications in relevant areas 	Submission of one-page strategy and vision document Interview
Skills and experience	<ul style="list-style-type: none"> • Significant and relevant breadth of experience • Managing staff teams • Consistently outstanding teacher who has achieved excellent outcomes • Excellent IT skills, including proficiency in all MS Office applications • Excellent communication and interpersonal skills. • Ability to communicate effectively with a range of audiences • Knowledge of issues affecting student outcomes 	<ul style="list-style-type: none"> • Led a whole school initiative or working party • Involvement in school self-evaluation and development planning • Experience of managing and delivering change with a significant group of people • Ability to hold people to account for delegated responsibilities 	
Personal skills and qualities	<ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail • Enthusiastic, diplomatic and calm under pressure • A proven track record of strong working relationships with students and colleagues • A positive and proactive attitude to manage a high volume of work • Flexible, with a can-do attitude to manage a high volume of work • Someone who creates a positive and cooperative working environment • A commitment to Gordonstoun's unique educational ethos • A commitment to doing the best for students from diverse cultural backgrounds 		
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 		References PVG check