Shaftesbury Education

Job description

Job title: Assistant Headteacher: Curriculum, Teaching & Learning
Directorate: Victoria Education Centre, Poole, Dorset (4-19)
Reports to: Headteacher
Grade: Leadership Scale L1–L4 or L4–L8 (dependent on experience)

Responsible for:

- Subject/Pathway Leads (where applicable)
- Class Teaching staff (through line management and coaching)

Purpose of role:

To provide **strategic and operational leadership** for curriculum, teaching, learning, and assessment, ensuring consistently high-quality education across all pathways.

The postholder will ensure:

- a clearly defined and ambitious **curriculum intent**
- Strong and consistent **implementation**
- Evidenced and measurable **impact on students' outcomes and experiences**

The role contributes directly to the school's vision of delivering an **inclusive, aspirational, and coherent curriculum for all learners**.

Key responsibilities:

1. Curriculum Leadership

- Lead and be accountable for the **quality of the curriculum** across all phases and pathways
- Ensure curriculum is:
    - Ambitious and appropriately sequenced
    - Aligned to student needs, including EHCP outcomes

    - Focused on preparation for adulthood

- Drive curriculum development, innovation, and coherence across Upper and Lower school
- Ensure consistency and progression across pathways

2. Teaching, Learning and Assessment

- Lead on **high-quality teaching and learning** across the school
- Ensure effective:
    - Lesson design
    - Adaptive teaching
    - Use of assessment to inform learning
- Oversee development and implementation of **robust assessment systems**
- Ensure assessment is:
    - Reliable
    - Meaningful
    - Used to improve outcomes
- Promote and model excellent practice in teaching

3. Quality Assurance and School Improvement

- Establish and lead rigorous **quality assurance systems**, including:
    - Learning walks
    - Lesson observations
    - Work scrutiny
    - Curriculum reviews
- Analyse and interpret performance data to evaluate impact
- Identify strengths and areas for improvement and drive actions
- Contribute to and lead aspects of the **School Development Plan**
- Ensure evidence of **intent, implementation, and impact** is clear and robust

4. Leadership and Management

- Line manage and develop **middle leaders**
- Provide:
    - Coaching
    - Support
    - Challenge

- Contribute to:
  - Performance management processes
  - Professional development programmes
- Build leadership capacity across the school
- Promote accountability while maintaining a supportive culture

5. Staff Development

- Lead professional development linked to:
  - Curriculum
  - Teaching and learning
  - Assessment
- Ensure staff are well supported to deliver high-quality provision
- Promote a culture of continuous improvement
- Develop expertise across the staff team

6. Inclusion and Equity

- Work closely with the **Assistant Headteacher for Inclusion** to ensure:
  - Curriculum removes barriers to learning
  - Provision is inclusive, equitable, and accessible
- Ensure curriculum meets the needs of all learners
- Promote high expectations for all students

7. Safeguarding

- Promote a strong safeguarding culture across the school
- Ensure safeguarding considerations are embedded within the curriculum
- Work in partnership with the DSL and Inclusion team
- Fulfil all statutory safeguarding responsibilities

8. Operational Contribution

- Support the day-to-day running of the school as part of the senior leadership team
- Participate in:
  - Duty systems
  - Behaviour support
  - Leadership presence around the school
- Represent the school professionally with external stakeholders

Additional Responsibilities

- Maintain up-to-date knowledge of national policy and best practice
- Uphold the school's values and ethos at all times
- Undertake any additional duties appropriate to the role and grade

Desirable Experience

- Experience in special or inclusive education
- Experience of leading whole-school initiatives
- Experience of performance management

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General information

This job description and person specification is not exhaustive, andamendments and additions may be required in line with future changes in the post holder duties.

Safeguarding

Shaftesbury is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

Equality and diversity

Shaftesbury is an equal opportunities employer and positively encourages applicationsfrom suitably qualified and eligible candidates regardless of gender, race, disability,age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Shaftesbury aims to create and sustain an inclusive work environment which providesequality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Christian ethos and values

The post holder must carry out all duties in a manner which is consistent withShaftesbury values which are based on an inclusive Christian ethos.

Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the worksetting are consistent with those values, policies, procedure and practices.

Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence andmust be discussed only within the confines of the work setting with the appropriatemembers of the team or managers.

Health and safety

The post holder must be familiar with Shaftesbury Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, andso as to ensure own health and safety and that of others affected by their work.

For further information or if you have any questions, pleasecontact

VECHR@victoria.poole.sch.uk

Name Signature

Date