



CALDERSTONES SCHOOL A Specialist Science College



JOB DESCRIPTION

1. **TITLE:** ASSISTANT HEADTEACHER T&L KS3
2. **SALARY GRADE:** Leadership Group L17—L21
3. **RELATIONSHIPS:**
 - (a) Responsible to : Headteacher, DH T&L and respective Governors' Committees
 - (b) Supervises : HoDs, KS3 TLRA holders and KS3 Teachers
 - (c) Colleagues : LG , HoDs, KS3 TLRA holders, PDLs.
4. **PURPOSE OF JOB:**

As part of the Leadership Group to help develop and implement the aims and objectives of the school and to support the Headteacher in managing the resources of the school in order to achieve these ends.
5. **KEY TASKS:**
 - (i) Undertake any professional duty of the Headteacher which may be delegated by the Headteacher.
 - (ii) Be responsible for the management on a daily basis of the buildings, staff and students in the Arts Wing (GF) and Dining Hall/Foyer.
 - (iii) Act as a “conduit” between the LG and the English, Performing Arts and RS departments.
 - (iv) Be responsible for Teaching Assistants within the school.
 - (v) Be responsible for the Monitoring and Evaluation of T&L at KS3
 - (vi) Be responsible for raising standards of achievement at KS3
 - (vii) Make a significant contribution to school self evaluation and SEF
5. **RESPONSIBILITIES:**

The post holder may not perform all of these responsibilities personally but must ensure that they are done in order to fulfil the job purpose.

 - (i) The monitoring of key Targets in all subjects relating to student progress in KS3
 - (ii) The review and development of the curriculum at KS3 in all subject areas now that SATs have been abolished
 - (iii) The assessment and reporting of pupil attainment/achievement in KS3
 - (iv) The transition of pupils from KS3 to KS4

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7. **Review:**

This job description is only a general indication of the scope of the duties involved. These may be varied, from time-to-time, after discussion and in the light of individual strengths and the developing needs of the individual, the area of responsibility and the needs of the school.

It is envisaged that a review of this job description will take place every two years.

8. **School Teachers Pay and Conditions 2009:**

This job description should not be considered as in any way detracting from the School Teachers Pay and Conditions Document of 2009.

Brian Davies
March 2010