

PASTORAL AND CURRICULUM

Main Activities

To plan a curriculum appropriate to the needs of all pupils within the school irrespective of background.

To promote an appropriate learning environment in order to enable effective curriculum delivery.

To promote an ethos of inclusion for all pupils in the school.

To administer resources in order to assist in meeting the educational needs of each pupil.

To continue the development of whole school procedures for the regular review and assessment of children's progress, thus enhancing the quality of education, raising standards and meeting statutory requirements.

To regularly monitor and evaluate the standards of learning and teaching in the school.

To be responsible for the development of in-service training and staff development.

To determine policies appropriate for the school and those which can be shared with our partner school.

To liaise with local schools through Area Heads to develop curriculum and pastoral links and to develop transition with the local secondary schools.

EXTERNAL LINKS:

Main activities

To develop whole school strategies for working with parents and carers.

To present the school in a positive light within the local community.

To continue to foster links between school and the community.

To work with outside agencies in the promotion and delivery of school and community initiatives.

To support the local church community in appropriate activities.

GENERAL ADMINISTRATION:

Main activities

To advise and work with the Governors on issues surrounding the leadership and development strategies of the school, including the allocation of the budget and resources.

To produce, maintain and review job descriptions and personnel specifications for all staff as part of the on-going reforms of the school workforce.

To complete returns and keep records required by the DfES, LA and Diocese.

To establish sound and robust procedures for supervision, security and maintenance of buildings and grounds, including Health and Safety