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**St Mary's CofE (Aided) Primary School
Laureston Place, Dover, Kent, CT16 1QX**

Job description for Assistant Head of School

Date: September 2022

Post Held: Full-Time Qualified Teacher

Responsible to: Executive Headteacher/Head of School

Salary Scale: Leadership scale 1-4 (L1-L4)

The postholder will be responsible to the Executive Headteacher and Head of School. The duties outlined in this job description are in addition to those covered by the current Teachers' Pay and Conditions Document.

The main purpose of this role will be to improve learning standards and achievement for all pupils. As well as carrying out their part-time teaching duties as an exceptional classroom practitioner, the post holder will work with the Executive Headteacher and Head of School to contribute to and lead aspects of whole-school self-evaluation and improvement planning. They will offer guidance and support to all teaching staff, modelling best practices and showing up-to-date knowledge of current theory and practice. They will be responsible for mentoring and developing new and existing staff. The post holder will lead a core curriculum subject, currently this will be English, this will include leading reading and phonics.

Assistant Head of School role within the Senior Leadership Team

- To attend Senior Leadership Team meetings as and when requested by the Executive Headteacher/Head of School.
- To undertake teaching and learning observations in order to raise pupils' standards of achievement and to evaluate practice.
- To lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- To support the Executive Headteacher, Head of School and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
- Take a leading role in inducting new staff and making sure they uphold expected values and teaching standards
- When required, lead whole-school Collective Worship.

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Subject Leadership, currently English.

- To be accountable for securing the highest standards of pupil achievement across the English curriculum through effective monitoring and evaluation (including Reading and Phonics).
- To formulate and review all policy documentation linked to the English National Curriculum as set out in the School Development Plan, in full consultation with the SLT and teaching staff. This to include text maps, skills progression grids and other documentation as required which ensures that the English curriculum is broad, balanced and sequential.
- To use data analysis effectively to inform policies, teaching and learning and whole school improvement.
- To interrogate termly data, identify areas of poor performance and take effective action to remedy and eradicate underachievement.
- To write an English action plan (including Reading and Phonics) as part of the School Development Plan and evaluate the effectiveness of the plan.
- To collaborate with and support teachers in ensuring progression and continuity across year groups.
- To advise and inform staff about assessment, recording and reporting procedures within the school and new information/resources/guidance.
- To assist the Executive Headteacher and Head of School in the monitoring and evaluation of the quality of teaching and learning in English (including Reading and Phonics) throughout the school through teaching and learning observations, team teaching and work scrutiny, where appropriate.
- To lead staff development sessions for teaching and support staff as agreed with the Executive Headteacher and Head of School.
- To advise and inform ECTs and other new staff about the subject policy and practice in the school.
- To attend courses and meetings as appropriate and to evaluate and report back to staff on the essential issues covered.
- To keep up to date with current trends and research.
- To audit, order, organise and allocate resources throughout the school, both in classrooms and in resources areas.
- To take an active role in organising special curriculum events as agreed with the Executive Headteacher and Head of School.
- To provide information for the Governing Body, the Local Authority and Inspectors, as required.



Teaching

Teachers make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

1 Set high expectations which inspire, motivate and challenge all pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

2 Promote good progress and outcomes by all pupils

- Be accountable for pupils' attainment, progress and outcomes.
- Plan teaching to build on pupils' capabilities and prior knowledge.
- Guide pupils to reflect on the progress they have made and their emerging needs.
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.

3 Demonstrate good subject and curriculum knowledge

- Have a secure knowledge of all curriculum areas, foster and maintain pupils' interest in the subject and address misunderstandings.
- Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.
- Demonstrate an understanding of, and take responsibility for, promoting high standards of literacy, articulacy and the correct use of Standard English, whatever the teacher's specialist subject.
- If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

4 Plan and teach well-structured lessons

- Impart knowledge and develop understanding through effective use of lesson time.
- Promote a love of learning and children's intellectual curiosity.
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- Reflect systematically on the effectiveness of lessons and approaches to teaching.
- Contribute to the design and provision of an engaging curriculum within the relevant subject area(s).



5 Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn and how best to overcome these.
- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- Have a clear understanding of the needs of all pupils, including those with special educational needs, those of high ability, those with English as an additional language, those with disabilities, and be able to use an evaluate distinctive teaching approaches to engage and support them.

6 Make accurate and productive use of assessment

- Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
- Make use of formative and summative assessment to secure pupils' progress.
- Use relevant data to monitor progress, set targets and plan subsequent lessons.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

7 Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy.
- Have high expectations of behaviour and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches that are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.

8 Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.
- Make a contribution to the school's extended opportunities through clubs.
- Lead Assemblies (Collective Worship).

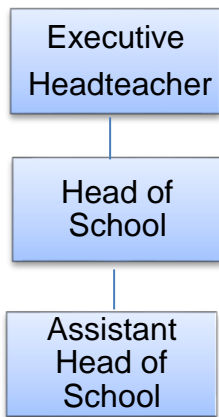
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Other Duties

- These duties will include such functions as the Executive Headteacher/Head of School will reasonably request.

Line Management



Signed
Ms Helen Comfort – Executive Headteacher

Signed
Assistant Head of School