

**JOB DESCRIPTION**

**Post Title:** Assistant Headteacher

**Report to:** Headteacher

**Liaising with:** Headteacher, governors teaching and support staff, external agencies, pupils and parents.

**Salary:** L3-L7

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

## Purpose of the Job:

To assist the Headteacher with the leadership, management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency.

**Strategic Direction and Development of the school**

* Support the vision, ethos and policies of the school and promote high levels of pupil achievement throughout the school. Actively support the Headteacher, Governors and staff in the promotion and achievement of the aims and objectives of the school.
* As a member of the school leadership team, be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Improvement Plan.
* Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
* Support the Headteacher in implementing new government directives; helping to ensure that staff are fully informed and supported in making the necessary changes to their practice.
* Through Leadership and Senior Management Team meetings contribute to the school’s organisation and overall strategy of the school.
* In the absence of the Headteacher, will deputise.
* To work with the Governing Body as appropriate.
* To support strategic financial planning to ensure effective use of budgets and resources.

**Teaching and Learning**

* Fulfils teaching commitments as directed by the Headteacher.
* Organise, monitor and evaluate the range of teaching and intervention strategies employed throughout the school ensuring that resources are targeted correctly towards those pupils requiring additional support in literacy and numeracy;
* In partnership with the head monitor the quality of teaching and children’s achievements across the foundation stage, key stage 1 and 2, including the analysis of performance data;
* Act as role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
* Support and monitor staff to ensure pupils make the necessary progress relating to national expectations
* Coaching and mentoring teachers and teaching assistants to improve the quality of teaching
* Deliver the curriculum as relevant to the age and ability group/subject/s that you teach
* Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate
* Be accountable for the attainment, progress and outcomes of pupils’ you teach
* Be aware of pupils’ capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these, demonstrating knowledge and understanding of how pupils learn
* Have a clear understanding of the needs of all pupils, including those with special educational needs; gifted and talented; EAL; disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English
* If teaching early reading, demonstrate a clear understanding of appropriate teaching strategies e.g. systematic synthetic phonics
* Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners’ progress and levels of attainment
* Make accurate and productive use of assessment to secure pupils’ progress
* Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study
* Use relevant data to monitor progress, set targets, and plan subsequent lessons
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate
* Participate in arrangements for examinations and assessments within the remit of the *School Teachers’ Pay and Conditions* *Document*

**Leading and Managing People**

* As a member of the Leadership Team be involved in the implementation of Performance Management of colleagues and integrate this into their professional development.
* In partnership with the Headteacher organise, monitor and evaluate the work of those members of the support team responsible for implementing intervention strategies in KS1 and KS2.
* Participate where appropriate in the appointment of teaching and support staff.
* As a member of the Leadership Team share whole school responsibility for the pastoral care of pupils and staff.
* Ensure all staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team.
* As a member of the Leadership Team help to maintain a secure, orderly and constructive lunchtime.
* Show commitment to the extra curricular activities of the school.
* Assist the Headteacher in maintaining and developing a positive and constructive partnership with parents and the local community.

**Managing and deploying resources**

* Be aware of and respond appropriately to any health and safety issues raised by members of the team.
* When required will lead school assemblies.
* Ensure that you remain up to date on developments and issues with regard to the management and curriculum of the primary school.
* Assist the Headteacher in the co-ordination of the in-house INSET programme.
* Work with the Headteacher in establishing priorities for expenditure for the school, and in monitoring the effectiveness of spending and usage of resources.
* Take on any additional responsibilities that might from time to time be determined by the Headteacher.

**Line Management**

* Line manager for the TA team and FLO.

**Specific Areas of responsibility**

* Inclusion (including SENCo, pupil premium LAC)- ***if a non class based role***
* Designated Safeguarding Lead

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed and within the remit of the current *School Teachers’ Pay and Conditions* *Document*
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
* Follow GDPR and data protection expectations as outlined by the school and Data protection laws and polices.

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school
* Cover for absent colleagues within the remit of the current *School Teachers’ Pay and Conditions* document

## Fulfil wider professional responsibilities

* Work collaboratively with others to develop effective professional relationships
* Deploy support staff effectively as appropriate
* Communicate effectively with parents/carers with regard to pupils’ achievements and well-being using school systems/processes as appropriate
* Communicate and co-operate with relevant external bodies
* Make a positive contribution to the wider life and ethos of the school including attending school fund raising events and running a club

### Administration

* Participate in and carry out any administrative and organisational tasks within the remit of the current *School Teachers’ Pay and Conditions* *Document*

#### Professional development

* Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils’ progress, attainment and well-being, refining your approaches where necessary responding to advice and feedback from colleagues
* Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
* Proactively participate with arrangements made in accordance with the Appraisal Regulations 2012

**Ethos/Values/Religious Character:**

* Possesses a passionate belief that all young people can succeed.
* Holds a strong desire for every child to flourish and achieve their very best in their academic, social, physical and spiritual development
* Promotes equality of opportunity and respect for diversity
* Is able and committed to promote and develop the school’s distinctive Christian vision, standards and character

**Other**

* To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality
* Perform any reasonable duties as requested by the headteacher

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.