

JOB DESCRIPTION

TITLE:
Assistant Headteacher,
Class Based

GRADE: Leadership

HOURS:
Full Time

REPORTS TO:
Headteacher

MAIN PURPOSE OF THE JOB

As part of the Senior Leadership Team, the Assistant Headteacher will be an outstanding practitioner who will improve the skill knowledge and performance of the teaching workforce at Jubilee Primary School.

They will carry out the duties and responsibilities of an Assistant Headteacher and Class Teacher, as defined in the 'School Teachers' Pay and Conditions of Service' document, having due regard to the school's aims and objectives, curriculum and any policies of the governing body.

In addition to the requirements of an Assistant Headteacher and other roles stated later. The AHT will be expected to fulfil the following expectations and other duties as assigned by the Headteacher and Governing Body. Planned time out of class in addition to PPA will be given.

KEY WHOLE SCHOOL RESPONSIBILITIES:

In addition to carrying out the professional duties of a teacher, the Assistant Head Teacher will lead on:

- The teaching of outstanding demonstration lessons.
- Lead English or Mathematics.
- Provision of professional support to all teaching staff in the form of coaching and mentoring.
- Developing high expectations for presentation of pupils work across the whole school.
- The ongoing review and development of effective teaching and learning strategies throughout the school.

GENERAL RESPONSIBILITIES:

In conjunction with the Senior Leadership Team the AHT will lead on the following:

- School Self Evaluation and Development Planning.
- Reviewing the development of the aims and objectives of the school.
- Establishment of whole school policies and practices.
- Monitoring standards, quality and outcomes in order to evaluate progress on priorities set.

OTHER RESPONSIBILITIES:

As a member of the Senior Leadership AHT will:

- Share with the Leadership Team responsibility for the administration and management of the school.
- Share responsibility with the Leadership Team for promoting high standards of attitude and behaviour.
- Share responsibility for planning and decision making in all aspects of school life.
- Attend meetings with the Headteacher and meetings of the Leadership Team.
- Attend and advise meetings of the governing body and its committees as required.
- Promote good relationships between all staff and with parents, governors and the wider community.
- Support and protect the vision, aims and ethos and policies of the school and promote high levels of achievement.
- Foster a climate within the school which promotes the spiritual, moral and cultural development of the pupils.
- Support the creation, implementation and monitoring of the school within the national and local context, taking sole responsibility for appropriately delegated aspects of it.

- Support all staff in meeting performance targets linked to the school development plan. Line manage the performance of main scale teachers.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Ensure that parents and carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

LEARNING AND TEACHING - GENERAL:

In co-operation with and under the direction of the Headteacher the AHT will be expected to:

- Develop classroom environments and teaching practice which secures effective learning across the breadth of the school curriculum.
- Provide a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Take responsibility for the development and monitoring of curriculum areas and aspects of the whole school curriculum as required.
- Support the Headteacher in the monitoring of the quality of teaching and children's achievements, including the analysis of performance data and target setting for all and groups of pupils across the school.
- Support the Headteacher in developing links with parents, carers, other schools, educational institutions and the wider community, in order to enhance teaching and learning and children's personal development.

LEADING AND MANAGING STAFF:

In co-operation with and under the direction of the Headteacher the AHT will be expected to:

- Develop, promote and maintain caring working relationships between all staff.
- Provide support for the continuing development of all staff.
- Communicate between the staff and the Headteacher in matters of ethos, policy, organisation and discipline;
- Undertake project management.
- Assist in the compilation, supervision and operation of timetables and rotas.
- Ensure that curriculum policies are up to date and reflect best practice.
- Ensure that pupils receive a broad and balanced curriculum, personalised to meet their individual needs and allows them to develop as independent learners and thinkers.
- Monitor and evaluate standards of teaching and learning across all aspects of the curriculum.
- Ensure that the quality of display throughout the school is of a high quality and reflects the pupils' learning.
- Ensure that the school's extra-curricular and out of hours learning programmes provide opportunities for as many pupils as possible to participate in activities that enrich their learning and cultivates their interests.

OTHER DUTIES:

- Any other issues commensurate with the level of the post held.