

Vigo Village School
Assistant Head Teacher, Leadership Scale 1 to 4
Job Description

Assistant Head Teacher

1. Be a member of the school's senior leadership team.
2. Be a Designated Safeguarding Lead.
3. Deputise for the head teacher if he or she is not in school
4. Play an active role in formulating and reviewing the school's SEF and SIP, and ensure that key priorities are driven at pace across the school.
5. Contribute towards maintaining and developing the ethos, values and overall purposes of the school.
6. Act as a role model to pupils and colleagues.
7. Undertake such duties as are delegated by the head teacher.
8. Promote the school's non-negotiable expectations.
9. Lead at least one assembly per week.
10. Work with governors and the head teacher to recruit staff of the highest quality.
11. Support the pastoral care of all pupils.
12. Develop links and liaise with governors, the local authority and the wider school community, including parents and carers.
13. Attend governor meetings and PTFA events at the request of the head teacher.

Leader of Learning

In conjunction with the head teacher, the post holder will:

1. Lead, manage and monitor the delivery the curriculum.
2. Be accountable for the development of the curriculum that meets the needs of all pupils and contributes towards the raising standards.
3. Use an up-to-date knowledge of the new curriculum to raise standards in teaching and learning.
4. Implement, develop and evaluate identified initiatives designed to impact on whole school standards.
5. Be accountable for standards of achievement, based on prior attainment where applicable.
6. Monitor and evaluate progress against identified targets and use this to inform self-evaluation.
7. Lead and manage identified projects which support all staff in raising standards through innovative approaches to learning and teaching.
8. Inspire, motivate and support other staff, by planning, co-ordinating and leading INSET as appropriate.
9. Offer feedback, advice and coaching to colleagues measured against performance management targets.
10. Carry out performance management reviews as required.
11. Attend one governor meeting per year to report on targets and outcomes associated with the position.

Class Teacher

1. Ensure the delivery of a broad, balanced and relevant Curriculum.
2. Attend to the pastoral, emotional and social development of each child.
3. Offer a stable, caring environment where the children are encouraged to progress in a calm, structured atmosphere.

4. Create friendly but firm relationships, taking responsibility for the safety and welfare of the children in your care in and out of the classroom during school hours.
5. Know your own children, their background and their parents or carers.
6. Encourage high standards of behaviour, work and presentation both in your classroom and throughout the school.
7. Be ready to share your class work with others.
8. Follow the agreed school teaching and organisational policies.
9. Plan and prepare lessons with clear learning outcomes.
10. Adhere to the school's marking policy, giving feedback to pupils about their work.
11. Communicate and co-operate with persons or bodies outside the school where appropriate.
12. Know the available apparatus and equipment available throughout the school.
13. Liaise with subject co-ordinators.
14. Work closely with other colleagues.
15. Continue to set high standards of conduct and work when carrying out school-wide duties.
16. Be aware of the children's spiritual and moral development and where possible to help and influence them in the correct way.
17. To be aware that a class teacher influences children in speech, manner and dress and set high standards in all three.
18. To keep abreast of the latest developments and thinking in education and to be ready to adapt.
19. Ensure that children leave classrooms, work areas and cloakrooms in a reasonable state for cleaners and to help to ensure cupboards and storerooms are kept tidy.
20. Encourage and expect pupils to respect furniture, the building, equipment and displays and to avoid waste wherever possible.
21. Report matters of Health and Safety to the head teacher.
22. Communicate and consult with parents of pupils or bodies outside the school with legitimate interests in the child.
23. Participate in Performance Management as an aid to professional development, taking advantage of CPD opportunities where appropriate.
24. Participate in arrangements for preparing pupils for external examinations.
25. Carry out those duties for which you are responsible through school rotas and also those activities which are expected of you.
26. Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
27. In the course of your duties, work closely in consultation with the head teacher, being prepared to teach throughout the school when required, fulfilling such duties as requested of you.
28. To be familiar with and comply with all relevant school policies and procedures.
29. Teach a class for four and a half days per week (including PPA time).

Particular duties attached to the Co-ordinator's Post

1. Lead at least one (non core) subject.
2. To develop the learning of the subject within the school in terms of the school's policy, the National Curriculum, and external developments.

