

**Sholden Church of England Primary School**

**Job Description**

**SLT or ASSISTANT HEADTEACHER**

**JOB TITLE: SLT or Assistant Headteacher - Teaching and Learning,**

**Training and Development**

**SALARY: Dependent on experience**

**RESPONSIBLE TO: The Headteacher**

**RESPONSIBLE FOR: School team and support staff**

The essential quality of a school leader is to provide all teachers with an example which demonstrates the commitment required to achieve excellence and school improvement.

* To be an outstanding role model and maintain professional standards at all times; supporting staff to overcome challenges and maintain a positive climate for wellbeing.
* Managing professional development and review.
* Organising and implementing the curriculum.
* Liaison with the local community, the home and other agencies.
* Monitoring and evaluating standards of teaching and learning.
* Organising and managing day to day procedures to enable the smooth running of KS1 and KS2 school teams

The salary is reviewed annually and determined according to the School Teachers’ Pay and Conditions Document. The duties are in accordance with this document.

**Job Purpose:**

* To be responsible for the leadership, internal organization and management in school in order to maintain high quality education for all pupils and achieve high standards in all areas.
* To develop and maintain effective strategies and procedures for staff induction and professional development.
* To co-ordinate and evaluate teaching and learning and to liaise with other members of the Leadership Team where necessary, to ensure continuity and progression throughout the curriculum.
* Ensure that learning is at the centre of teaching, strategic planning and resource management – that CPD is linked to the school priorities.
* To make strategic evaluations of personnel issues as a supportive and well-motivated team member.

The main areas of responsibility and the assigned duties are specified below.

This is a senior post within the school’s Leadership Group.

The post holder will ensure the smooth running of the school and contribute to initiatives to improve/develop the school’s response to Government legislation and children’s services guidelines. The post holder is accountable to the Headteacher.

**Teaching and Learning**

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
2. To be responsible to the Headteacher for co-ordinating the work of the staff, supporting and advising where appropriate.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils’ work.
5. To review long term planning to ensure coverage, progression and a range of learning experiences across the curriculum.
6. To liaise with the other leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.
7. Take overall responsibility for the pastoral care of pupils.
8. In conjunction with the class teachers, co-ordinate and oversee the organisation of educational visits.
9. Ensure planning is effectively carried out and ensure pupils’ individual needs are being met.
10. To monitor the standards of behaviour and achievement within their year group and across the school to ensure continuity and progression.
11. Set appropriate expectations for the staff and pupils in relation to standards of pupils’ achievements and the quality of teaching and establishing clear targets for improving and sustaining pupils’ achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
12. Supporting the staff to meet Appraisal targets.

**Recording and Assessment**

1. Have input into the target setting process for raising achievement of the pupils and feedback to the Headteacher.
2. Monitor progress and ensure subject leader action plans are being implemented.
3. Monitor planning to ensure individual needs are being met.

**Leadership**

1. Support the Headteacher in providing a clear vision and direction for the development of the school.
2. Take a leading role in specific project(s) to be decided with the Headteacher.
3. To support the aims and values of the school, particularly in respect of our Church affiliations. Sharing “the Vision”.
4. To support and develop the skills of all staff through effective CPD and induction
5. To mentor students and ECTs ensuring they have access to appropriate professional development opportunities and to undertake the ECF Mentor Training.
6. To promote our school in the local community and through DEALT
7. To undertake the performance management of selected staff.
8. Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
9. Attend Leadership Team meetings as required, and report back to staff when necessary.
10. Be a strong advocate for change and champion school improvement.
11. Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
12. Establish good relationships, encourage good working practices and support and lead teachers.
13. Plan, organise and chair team meetings as appropriate in order to ensure school policies and practices are being implemented.
14. Liaise with teaching assistants and outside agencies.
15. To provide information to the Governors as required.
16. To assist the Headteacher in the day to day organisation of the school as required.
17. To ensure cohesiveness across the school
18. To carry out administrative tasks for team efficiency

**Standards and Quality Assurance**

1. Support the aims and ethos of the school.
2. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
3. Attend and participate in open/parent evenings.
4. Uphold the school's behaviour code and uniform regulations.
5. Participate in staff training.
6. Participate in Continuing Professional Development.
7. Attend team and staff meetings.
8. Develop links with Governors, LEAs and neighbouring schools.
9. Undertake a relevant qualification.

**People and relationships**

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
3. To support the aims and values of the school, particularly in respect of our Church affiliations.
4. Manage innovation and change.
5. Work collaboratively.
6. Manage and develop effective working relationships with all staff in the school.
7. To develop a positive, cohesive team

**Human and material resources and their development and deployment**

1. When required, lead the professional development of all staff through example, coaching, peer support and target setting.
2. Contribute to the audit of staff development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of team members and for trainee teachers.
4. Ensure the maintenance in their team of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
5. Manage the resources for specific subject areas

**Other Duties and Responsibilities**

1. To lead change in Teaching and Learning across the school and to take a lead role in line with New Curriculum developments.
2. To mentor students and ECTs ensuring they have access to appropriate professional development opportunities and to undertake the ECF Mentor Training.
3. To attend SLT meetings after school

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of teachers in the School Teachers’ Pay and Conditions of Service Document apply to this post, whose holder is expected to carry out the professional duties of a teacher as circumstances may require, under the reasonable direction of the Headteacher.

**General Expectations:**

In addition to the roles and responsibilities outlined above the post holder may be asked to undertake any duties which may be reasonably regarded as within the nature of the duties and responsibilities of the post as defined.

The appointment is subject to the current conditions of employment for teachers contained in the School Teacher’s Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

The job description may be amended at any time following discussion between Headteacher and member of staff, and will be reviewed annually.

Our schools are committed to safeguarding and promoting the welfare of children and young people and require all staff, governors and volunteers to share this commitment.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Senior Team Leader) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Sholden Church of England Primary School**

**Person Specification for Senior Team Leader**

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| Our requirements of you |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Professional qualifications and training** | * Qualified Teacher Status (primary age range)
* Evidence of continuing and recent professional development relevant to post
 | * A leadership qualification
* Commitment to further training/study to widen knowledge base
 | Application form |
| **Experience** | * Successful experience of teaching across the primary phase.
* Proven record of raising attainment.
* Know how to challenge and differentiate for children of varying ability.
* Experience of promoting highly effective communications within and between teams and other stakeholders in the school community.
 | * Previous experience of leading a team
* Experience of working in a collaboration
 | Application formReferences  |
| **Church School Aims and Values** | * Demonstrates the desire and the ability to nurture the distinctive Christian character of the school
 | * Experience of leading collective worship.
 | Application form |
| **Knowledge and Understanding** | * The knowledge and understanding of current theory and best practice in learning and teaching
* Understanding of and ability to use, a diverse range of teaching and learning styles and techniques.
* Good understanding of effective procedures for managing and promoting positive behaviour among pupils.
* Able to use of ICT skills effectively for themselves and for teaching across a wide range of subjects,
 | * Commitment to further training/study to widen knowledge base
* Has experience of implementing the performance management process
* Experience of using a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life
 | Application formInterview/Task |
| **Characteristics and Competencies** | * Demonstrably committed to education and the wellbeing of every child
* Highly effective communication skills
* Highly effective organisational skills
* Honesty and Integrity
* Confidence, strength of character and emotional intelligence/resilience
* Ability to develop good personal relationships within a team; making an effective contribution to high morale.
* Ability to establish and maintain positive relationships with pupils, parents, governors and the community.
* Ability to create a safe, happy, challenging and effective learning environment.
* Self-motivated with an appetite and stamina for challenging work.
* Able to initiate ideas and put them into practice.
* A commitment to personal development.
 | * The ability to contribute to an extra-curricular area.
* Has experience of working alongside colleagues to improve their classroom practice
* Has experience of dealing with conflict and managing challenging situations
 | Application formReferencesInterview |

*Evidence that the candidates meet the essential requirements will be considered during shortlisting from the application form and any personal statement provided.*

*At interview, candidates will be expected to answer questions about the teaching standards, along with personal qualities and skills and other areas not highlighted in application form or statement. The interview will also explore issues relating safeguarding and promoting the welfare of children.*