

JOB DESCRIPTION: ASSISTANT HEADTEACHER

Job Title/Post: Assistant Headteacher

Salary: Leadership Scale L5-9

Responsible to: The Headteacher

Job Purpose:

To make strategic evaluations of teaching, learning and personnel issues as a supportive and well-motivated team member.

To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school.

Part 1: You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. (*Hereafter called the Document*).

Part 2: Post - **Assistant Headteacher** Primary Group 2.

Part 3: You are required to carry out such professional duties which form part of Part 10 of the Document which the Headteacher may reasonable ask you to undertake.

In addition you are required to undertake the following responsibilities, which may or may not be included above.

Teaching and Learning:

1. Monitor and evaluate pupil achievement and attainment throughout the school.
2. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation.
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 pupil's work.

5. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school. Oversee all aspects of the school organization and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
6. Take some responsibility for the pastoral care of pupils, including involvement in when necessary. Co-ordinate and oversee the organization of out of school learning activities.
7. Liaise closely with all staff to ensure continuity and progression across the age and ability range.
8. To monitor the standards of behaviour and achievement within their year group and across the key stage.
9. Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
10. Supporting staff to meet personal and professional targets.
11. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

Recording and Assessment:

1. Update the Head Teacher, other senior managers and governing body on the effectiveness of provision for pupils throughout the school to include an annual development plan.
2. Have input into the target setting process for raising achievement for pupils and feedback to the Head Teacher.
3. Monitor progress and ensure appropriate action plans are in place where issues are identified.
4. Contribute to the Annual Report to Parents.
5. Ensure planning is effectively carried out and ensure individual needs are being met.

Leadership:

1. Support the Head Teacher in providing a clear direction for the development of the school.
2. Contribute to establishing in core values of the leadership team and their practical expression.
3. Contribute to management decisions on all aspects of policy, development and organization by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
5. Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.
6. Attend SLT meetings as required, and report back to staff when necessary.
7. Establish good relationships, encourage good working practices and support and lead teachers.
8. Plan, organize and chair meetings as appropriate.
9. Lead, support, motivate and direct support staff working within the key stage.
10. Liaise with Teaching Assistants and outside agencies.
11. Standards and Quality Assurance.
12. Support the aims and ethos of the school.
13. Liaise with Governors, when appropriate, to facilitate their overview of school management.
14. Attend and participate in open/parent evenings.
15. Uphold the school's behaviour code and uniform regulations.
16. Participate in staff training.
17. Participate in Continuing Professional Development with particular reference to SEN.
18. Attend team and staff meetings.
19. Develop links with Governors, LA's and neighbouring schools.

People and Relationships:

1. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
2. Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
3. Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
4. Managing innovation and change.
5. Working collaboratively.
6. Manage and develop effective working relationships with Headteacher and senior managers in the school.

Human and Material Resources and Their Development and Deployment:

1. Lead the professional development of all staff through example, coaching peer support and target setting.
2. Contribute to the audit of staff's development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of new staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school and within departments.
5. Maintain effective and efficient management and organization of the accommodation and resources of the school.
6. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
7. Manage the resources for a specific subject area or a whole school aspect.

Other Duties and Responsibilities:

List other duties that the Head Teacher may, for time to time, ask the postholder to perform.