



Job Description Assistant Headteacher L1 – 5

Teaching Commitment 70% approx (subject to change as school grows)

1. Strategic Direction and Development of the School

The Assistant Headteacher will support the Headteacher, Deputy Headteachers and the Governors in the strategic management and leadership of the school by:

- Playing an active role in the development and review of the school
- The preparation, monitoring and evaluation of the SDP, SEF and school budget
- Developing and implementing the school ethos and policies
- Promoting the “Small School Ethos”, fostering good relationships with parents and encouraging involvement in their children’s education
- Playing a lead role in ensuring that learning and teaching is fun and engaging
- Sharing corporate responsibility for the well-being and behaviour of all pupils
- Undertaking the responsibilities of either the Headteacher or Deputy Headteacher or other member of teaching staff if required in the event of short periods of absence
- Participating in Senior Leadership Team (SLT) meetings and disseminating relevant information to colleagues within their phase.

2. Leading and Managing Staff

The Assistant Headteacher will:

- Be an outstanding role model taking specific responsibility for leading assessment across the school
- Play an active role in the Senior Leadership team to ensure that professional duties are fulfilled in the Teaching Standards Document
- Demonstrate a thorough, up to date knowledge of current educational initiatives and Government policy, taking a leading role in planning implementation within their phase
- Be accountable for the standards of teaching and learning within their phase
- Be accountable for End of Key Stage assessments and standards in KS2
- Be an appraiser for the teachers and teaching assistants within their phase, helping to set and monitor targets
- Contribute to the implementation of effective systems for the management of all staff performance, leadership and line management responsibility
- To support colleagues to maintain or raise standards of achievement e.g. coaching, team teaching etc.

- Ensure all assessments appropriate to the phase are completed effectively and in a timely fashion according the school assessment timetable
- Track and monitor children's progress and achievement across the school as well as work in partnership with the Head of Inclusion
- Mentor any NQT, GTP and IT students placements as appropriate

3. Teaching and Learning – Phase Support to Upper Key Stage 2 Leader

Support colleagues in their phase including the Upper Key Stage 2 leader:

- The organisation of curriculum enrichment activities
- The management of behaviour following school ethos and policies
- Moderation across the year group
- Meeting with parents of children within their phase who may have concerns
- Day-to-day running of the classes in their phase, including general timetabling and timetabling of support staff

4. Class Teacher Responsibilities

Areas of responsibility and key tasks:

A. Planning

Plan teaching to achieve progression in pupils' learning through:

- Identifying clear teaching and learning objectives and specifying how they will be taught and assessed
- Setting tasks, including homework, which challenge pupils and ensure a high level of interest
- Setting appropriate and demanding expectations for pupils' learning, motivation and presentation of work
- Setting clear targets building on prior attainment
- Identifying the needs of individuals and groups within the class, taking note of individual education plans and the requirements of the Code of Practice
- Making effective use of assessment information when planning lessons
- Planning opportunities to contribute to pupils' literacy and numeracy, and to their personal, spiritual, moral, social and cultural development
- The use of Teaching Assistant time as appropriate

B. Teaching and Class Management

- Establish and maintain a safe environment and purposeful working atmosphere which supports learning and in which pupils feel secure and confident
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships
- Provide clear structures for lessons maintaining pace, motivation and challenge
- Use a variety of teaching methods to:

- (i) Structure information well, including outlining content and aims and summarising key points as the lesson progresses
- (ii) Instruct, demonstrate and give accurate, well paced explanations using appropriate vocabulary
- (iii) Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through, ICT and other sources
- Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Critically evaluate teaching to improve effectiveness

C. Monitoring, assessment, recording, reporting - to:

- Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents

5. Other Duties

The Assistant Headteacher will:

- Be responsible for their own CPD, attending courses and ensuring familiarity with new documentation relevant to the role
- Represent the school at network and schools cluster meetings as necessary
- To ensure that every child within their phase feels safe and happy
- Carry out such additional duties as may be necessary which are commensurate with the post as directed by the Headteacher

Line Management - Responsibility to and for

1. Responsible to the Head Teacher.
2. Responsible for the Appraisal of teachers and the Performance Management of Support staff as directed

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It may include other tasks reasonably requested and agreed with the Line Manager.

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.