

Job Description : Assistant Head Teacher 2019-20

Job Purpose:

To support the Head Teacher in creating, developing and evaluating the aims of the school in partnership with Pupils, Staff, Governors and Parents.

Duties and Responsibilities:

The Assistant Head Teacher will:

- report and deputise effectively for the Head Teacher when required to do so;
- assist the Head Teacher and Governors in determining and managing a whole curriculum, in accordance with the abilities and needs of the pupils;
- support and contribute to the school's system for the review and evaluation of teaching and learning;
- monitor the raising of pupils' standards of achievement and attainment;
- work in partnership with the Head Teacher and the Governing Body to ensure that sound management of finance, personnel and resources enables the school to offer best value for money;
- contribute effectively as a member of the Senior Management Team;
- play a major role in the professional development of all staff and in the management of INSET;
- lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning;
- foster the development of a positive and supportive ethos for academic and social learning;
- support the oversight of the pastoral care, personal development and general behaviour of the school;
- display a high standard of professional behaviour and integrity at all times;
- act as a team leader in the performance management system;
- promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- assist the Head Teacher in the day-to-day running of the school;
- be involved in the organisation, planning and delivery of assemblies as and when necessary

Responsibilities specific to this particular leadership post in the current academic year:

- To be agreed

All members of leadership teams will be expected to act as models of exemplary practice in contributing consistently to the creation of a 'whole school, one team, primary' ethos and make a significant contribution to the maintenance of this (e.g. being full team players; being problem fixers, not ignorers or passers on; challenging expectations; supporting lunch time supervision etc).

As a member of the Senior Leadership Team the school leader will:

- lead, manage and develop identified curriculum areas and / or curriculum leadership team(s) across the school;
- ensure that there is consistency of teaching, continuity in context and skills, and high standards of learning throughout the school in the subject(s) identified;
- take responsibility for specific aspects of the leadership, management and administration of the school;

Duties and Responsibilities:

- support and contribute to the school's system for the review and evaluation of teaching and learning;
- monitor the raising of pupils' standards of achievement and attainment;
- contribute effectively as a member of the Senior Leadership Team;
- play a major role in the professional development of all staff;
- foster the development of a positive and supportive ethos for academic and social learning;
- support the SLT in overseeing the pastoral care, personal development and general behaviour of the school;
- display a high standard of professional behaviour and integrity at all times;
- act as a team leader in the performance management system;
- promote and develop a partnership with parents which recognises the worth of their contribution to their child's education;
- contribute to the SLT in the day-to-day running of the school;
- be involved in the organisation, planning and delivery of assemblies as and when necessary

As a leader of curriculum review team(s) the teacher will:

- coordinate the work of the curriculum leadership team;
- ensure that medium-term planning meets all National Curriculum requirements
- evaluate and report to the SLT on the effectiveness of practice, standards and pupil enjoyment in the relevant curriculum area suggesting areas and issues for further improvement.
- develop an action plan detailing what needs to be done and how this will be delivered;
- develop and co-ordinate strategies to achieve relevant school improvement priorities that have been identified.
- lead professional development through example, demonstration lessons and provision / organisation of high quality professional development for staff;
- monitor and evaluate the planning and teaching of other teachers, and provide constructive and developmental feedback on a regular basis.
- evaluate the impact of all improvement activities on the quality of teaching and learning and pupil enjoyment;
- report regularly to the SLT on the impact of all initiatives.
- maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses;

As a class teacher the Teacher will:

- teach a class of pupils, and ensure that planning, preparation, recording, assessment and reporting meet their varying learning and social needs;
- maintain the positive ethos and core values of the school, both inside and outside the classroom;
- contribute to and participate in the whole school, one team working ethos of the school.

Duties and Responsibilities:

The Class Teacher will:

- implement agreed school policies and guidelines;
- support initiatives decided by the Head Teacher and / or staff;
- plan appropriately to meet the needs of all pupils, through differentiation of tasks;
- be able to set clear targets, based on prior attainment, for pupil's learning;
- provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning;
- report to parents on the development, progress and attainment of pupils;
- maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy;
- participate in meetings which relate to the school's management, curriculum, administration or organisation;
- contribute to curriculum leadership teams at least where their identified curriculum responsibility is relevant or where they have particular expertise or interest;
- take assemblies and hymn practices if required;
- communicate and co-operate with specialists from outside agencies;
- lead, organise and direct support staff within the classroom;
- participate in the performance management system for the appraisal of their own performance

All staff with leadership responsibilities are expected to act as models of exemplary practice in contributing consistently to the creation of a 'whole school, one team, primary' ethos and make a significant contribution to the maintenance of this (e.g. being full team players; being problem fixers, not ignorers or passers on; challenging expectations).