|  |  |  |
| --- | --- | --- |
|  | **ASH CROFT AND COTTONS FARM PRIMARY FEDERATION**  **JOB DESCRIPTION** | |
| **POST TITLE**  **GRADE**  **LOCATION** | Assistant Head of School  Leadership spine points L3-6  Ash Croft Primary School | |
| **JOB PURPOSE** | **The Assistant Head of School will:**   * Undertake the normal responsibilities of the class teacher * Be a member of the senior leadership team * Assist the Executive Headteacher and Head of School in leading and managing the school * Undertake such duties as are delegated by the Executive Headteacher and Head of School * Play a role under the overall direction of the Executive Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:   + Establishing the policies through which they shall be achieved   + leading and managing staff and resources to that end   + monitoring progress towards their achievement. | |
| **TO WHOM THE POSTHOLDER REPORTS TO** | The postholder is responsible to:   * The Executive Headteacher in all matters * The Head of School in respect of curriculum and pastoral matters * Governing Body * The Local Authority   The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the school curriculum with the aim of improving teaching and learning across the school. | |
| **CLASS TEACHER RESPONSIBILITIES** | * To carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document. * To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including some provision for cover of absent teachers. * To be responsible for teaching across both key stages. | |
| **DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST** | * 1. To support and promote the school’s ethos, aims and core values, including British Values, in order to promote the welfare, progress and continued development of the school and it’s children   2. As part of the Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data in the Foundation Subjects   3. To contribute to the strategic direction and development of the school, including contributing to the updating the school’s Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation   4. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.   5. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice   6. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary   7. To Lead on Subject Leadership for the Foundation Subjects   8. To develop the effectiveness of the School Council and pupil voice   9. To take on responsibility for lunchtime organisation and ensure the federation behaviour policy is adhered to by all staff   10. Take an active role in recruitment of staff, as required   11. To work with and report to all stakeholders including parents/carers and governors whilst developing parental engagement   12. To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Executive Headteacher and Head of School   13. To carry out SLT duties and cover the responsibilities of the Head of School as appropriate   14. To take on additional responsibilities which might arise from time to time | |
| **GENERIC DUTIES AND RESPONSIBILITIES** | To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:   * School policies and guidelines on the curriculum and school organisation * Local Authority Policies * National Professional Standards for Teachers * National Standards for Subject Leaders * The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment * Common core skills and knowledge for the children’s workforce * All teachers have a responsibility for providing and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.   **The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.**  **This Job Description may be modified by the Executive Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.** | |
| Signed (Teacher)…………………………………………………………… | | Date…………………………………….. |
| Signed (Line Manager)………………………………………………….. | | Date…………………………………….. |