# Leading Learning Trust – Job Description:

# Assistant Head teacher

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| **Approved by:** | Executive Head teacher |

**JOB DESCRIPTION AND PURPOSE - AHT**

**PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY**

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

**EQUAL OPPORTUNITIES**

The Leading Learning Trust has as strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

**PURPOSE OF JOB**

To carry out the professional duties of Assistant Head Teacher as directed by the Head/Deputy Head Teacher.

**General responsibilities:**

1. To play an active and effective role as Key member of the Leadership Team.
2. Support the school’s overall aims, objectives and policies for raising the achievements of pupils in conjunction with the Head Teacher, Deputy Head, staff, local governing body and the trustees of the Leading Learning Trust.
3. To support the Head and Deputy Head in ensuring that the school maintains and further develops the equal opportunities and inclusion policies and practices for all of its pupils.
4. To provide guidance and support for all pupils, in educational, social and emotional matters.
5. To provide guidance and support for all members of the school staff, both teaching and support staff.
6. To ensure the good conduct and positive behaviour of children in and around the school.
7. To play a leading role in developing and maintaining the ethos and standards of the school.
8. To ensure that a high standard of education is maintained at all times for all children and that suitable educational programmes are developed and reviewed.
9. To lead staff meetings and discussions when necessary or requested.
10. To provide examples of outstanding models of Learning and Teaching across the school
11. To foster good relationships with all staff, with volunteers who work with the school and to further develop and maintain parental co-operation and involvement.
12. Ensure the health and safety of all those who use the school.
13. To develop and maintain effective links with the local governing body, the trustees of the Leading Learning Trust, local authority personnel, advisors and officers, local schools, outside agencies and the community.

**Specific responsibilities:**

The specific role will be negotiated once appointed onto the leadership team but will include leading and managing the work of a team by:

1. Initiating innovatory practice
2. Developing the strategic direction of a team within the school linked to the School Development Plan
3. Ensuring continuity and progression across the school
4. Monitoring standards, the quality of provision and outcomes showing impact of own and others’ work
5. Developing the ‘learning’ provision of pupils
6. Ensuring clear communication within your team
7. Developing a learning community ethos to include the active involvement of parents and other stakeholders
8. Managing and providing continuing professional development of key staff
9. Managing the role of members of your team
10. Organising and chairing meetings effectively
11. Negotiating/consulting with parents, external agencies as appropriate
12. Reviewing and developing existing record and tracking systems for specific groups of pupils.

**Staff responsibilities:**

1. Responsible to the Head teacher, Deputy Head teacher local governing body and the trustees of the Leading Learning Trust.
2. Responsible - with the Head teacher and Deputy Head teacher(s) - for the supervision/welfare of all the staff.
3. Responsible for leading and managing the work of the school’s Community Team.

All other duties as laid out in the most recent edition of the Teachers’ Pay and Conditions Document.

*Note that as this is a leadership position, additional responsibilities and duties may be added from time to time, to support the aims and objectives of the Leading Learning Trust.*