

Job title:	Assistant Head Teacher
School:	Maadi British International School
MBIS division:	Teachers
Line manager:	Deputy Head Teacher
Supervisory responsibility:	The post holder will be responsible for the supervision of the work of Teachers and Learning Support Assistants (LSAs) in relation to the duties of the post

'Learning for Life...'

Maadi British International School provides children with the knowledge, skills and understanding that will empower them to be well-rounded, successful members of an ever changing, culturally diverse world community.

At Maadi British International School we are committed to providing a happy, positive learning environment where children, teenagers and adults are:

- Successful independent and collaborative learners*
- Confident, cooperative team players and responsible leaders*
- Flexible, resourceful and resilient*
- Reflective, honest and trustworthy*
- Responsible, caring global citizens*



Main Purpose of Job:

- To be part of the Senior Leadership Team and positively support the vision, culture and ethos of the school
- To motivate, lead, inspire and challenge colleagues to secure high quality teaching and learning, with high achievement for all children
- To monitor and evaluate teaching and learning, progress made in achieving targets, use of assessment for learning and use of information gathered to guide further improvements
- To lead the professional development of colleagues through example, team-working and mutual support and the organisation of high quality training
- To work closely with colleagues to develop, implement and review policies, practices and action plans which reflect the school's commitment to high standards
- To be involved in the development, implementation and review of whole school strategies, policies and ethos and take an active role in improvement activities in line with school self review and evaluation

Duties and Responsibilities

- To teach an agreed number of lessons across the school
- To provide an excellent role model for teaching and learning and professional conduct
- To assist in leading the strategic direction and development of the school
- To take responsibility for coordinating and leading developments across the school as required
- To guide and support colleagues in the planning and delivery of the curriculum
- To guide and support colleagues to ensure they are clear about learning objectives and success criteria, plan appropriate and relevant activities and understand the sequence for teaching and learning
- To monitor and evaluate planning and teaching and learning and to use this information to identify effective practice/areas for development and take action to ensure improvement and high standards
- To monitor children's work regularly for the appropriateness of content, progression and continuity between and within classes, consistency in standards of presentation and learning and use of the school's Assessment for Learning Policy
- To track attainment and ensure that information on children's attainment is used effectively to ensure progress
- To provide advice and support for other colleagues and provide/arrange appropriate training
- To take on the role of coach/mentor to develop the quality of teaching and learning
- To act as NQT Induction Mentor
- To lead the academic and pastoral induction of new staff
- To keep up to date with developments through research, attending courses and meetings
- To liaise effectively with Phase Leaders, Subject Leaders and SLT, attending meetings as appropriate
- To liaise with teachers in other schools, agencies and organisations as appropriate
- To promote high standards of behaviour and pastoral care across the school and deal with any issues in the first instance, according to school policy
- To support efficient transition within and between phases
- To regularly audit resources to determine future needs; oversee care of resources; order and allocate resources
- To ensure consistency in the implementation of school policy, practice and organisation across the school
- To ensure the highest levels of collaboration and communication across the school
- To establish and maintain good working relationships and to lead, advise and support colleagues on a day-to-day basis
- To keep abreast of educational developments, to attend relevant Inset and disseminate information to colleagues
- To promote and develop parental involvement through the provision of information and the organisation/support of events
- To promote and develop links with the wider community, acting as lead with the Parent Teacher Group
- To arrange internal staff cover

- In the absence of the Head Teacher and Deputy Head Teacher, to ensure that the school operates both effectively and safely

Appraisal

- Participate fully with arrangements made in accordance with the MBIS appraisal cycle for Teachers

Professional development

- Regularly review the effectiveness of personal teaching for learning practice and its impact on children's progress, attainment and well being, refining approaches where necessary
- Be responsible for personal continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of the appraisal process

Extra-curricular activities

- Take part in the school's extra-curricular programme including, when required, running at least one after school activity a week and attending official school meetings and functions outside school hours

Health and well-being

- Act as Safeguarding Deputy Designated Person
- To support the application of MBIS Health and Safety guidelines across the school

Supervision

- Register the attendance of and supervise children, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any reasonable duties as requested by the Head Teacher and Deputy Head Teacher

Note:

The duties outlined in this job description may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the job title.

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing herein will be altered without consultation.

Signature of Post Holder: _____ **Date:** / /

Signature of Head Teacher: _____ **Date:** / /