

# Job description

To carry out the professional duties of a teacher other than a Head Teacher, as described in the School Teacher's Pay and Conditions Document, including those duties particularly assigned to you by the Head Teacher.

## **Job purpose:**

Play a major role under the overall direction of the Head Teacher in:

- Taking responsibility for a class of children determined on an annual basis by the Head teacher and in accordance with the duties listed below
- To carry out the professional duties covered by the latest School Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.
- 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 constructive team-building amongst teaching and non-teaching staff, parents and governors;
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the whole school Curriculum.

## **MAJOR TASKS**

The Assistant Head will:

- Implement agreed school policies and guidelines;
- Support initiatives decided by the Head teacher and 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 pupils' 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 planning;
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- Report to parents on the development, progress and attainment of pupils;
- Promote the school's code of conduct amongst pupils, in accordance with the school's behaviour policy;
- Participate in meetings which relate to the school's management, curriculum, administration or organisation;
- Communicate and co-operate with specialists from outside agencies;
- Make effective use of IT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom;
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.

## Leadership Responsibility:

To ensure that there is consistency of teaching, and high standards of learning throughout the school

The Assistant Head will:

- Act as a NQT mentor and Staff Appraiser, advising and supporting all staff and contributing to their individual professional development
- support, motivate and advise staff, and work alongside them in the development of their classroom practice, where appropriate;
- review monitor and evaluate current practice (including policies) and provide feedback to the Senior Leadership Team;
- lead by example, through exemplary classroom practice; taking a leading role in promoting high expectations to raise standards across the school
- disseminate information to the staff, and provide INSET to promote staff development and improve classroom practice;
- maintain an up-to-date knowledge of local and national initiatives, by attending relevant courses;
- ensure up to date knowledge of the new curriculum initiatives
- be responsible for the budgets allocated and prioritise resource needs as indicated in the School Improvement Plan.
- contribute towards the School Improvement Plan;
- collect assessment data and analyse to find trends and areas for development
- promote positive relationships with parents through organising meetings and being available to listen to their concerns
- integrate school and local policies on equal opportunities into the agreed subject/area and implement support or change where appropriate





## Standards

- Provide an exemplary professional role model for all staff, setting a good example in terms of dress, punctuality and attendance.
- Undertake a significant role in maintaining a high standard of pupils' behaviour and discipline in line with the schools policy and support staffing were necessary.
- Work alongside the Head Teacher and leadership team to provide coaching, partnership teaching, training and other forms of staff development.
- Provide exemplary teaching examples.



## Partnerships

- Work alongside the Head Teacher and leadership team in building high performing staff teams to secure rising standards and the emotional well-being of pupils.
- Work alongside the Head Teacher and Governing Body to promote strong working partnerships with the school community and the Local Authority.

## Other duties and responsibilities

- To participate in daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To plan and deliver key stage and whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to governors, LA officers, parents, carers and outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.
- To undertake all other tasks commensurate with the role as required and directed by the Head Teacher.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.