Job Description: Assistant Head of Primary School

(Phase Leader/Strategic Subject Lead)

**Reports to:** Head of Primary, Ark Academy

**Start date:** 30 August 2018

**Salary:** L5 – L9

The Role

The role of the Assistant Headteacher is to form part of the Senior Leadership Team, working alongside colleagues, under the direction of the Headteacher and assure high quality learning and teaching and best outcomes for pupils in the phase. The role is also to ensure effective, high quality delivery of the literacy curriculum across the school and ensure literacy outcomes are in line with aspirational targets.

Key responsibilities:

* To fulfil the role of a class teacher
* To plan, resource and deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and students make superior progress
* To provide a nurturing classroom and academy environment that helps students to develop as learners
* To be an active member of the School Leadership Team
* To participate in formulating and evaluating the impact of the Academy Improvement Plan (AIP)
* To work with the School Leadership Team to formulate the aims and objectives of the school, and the appropriate policies to achieving them.
* To assist the Head Teacher in managing a phase team in the school
* To play a major role in raising standards and quality of provision within the phase.
* To take on the strategic and operational leadership of a core subject across the school.

Outcomes and Activities

**Teaching and Learning – class teacher**

* With direction from the headteacher and within the context of the academy’s curriculum and schemes of work, plan and prepare effective teaching modules and lessons
* Enrich the curriculum with trips and visits to enhance the learning experience of all students
* Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
* Use regular assessments to set targets for students, monitor student progress and respond accordingly to the results of such monitoring
* To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
* Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in student achievement
* Ensure that all students achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level
* Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
* Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
* Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
* Participate in preparing pupils for external examinations.

**Leadership**

* Take on the strategic and operational leadership of a core subject throughout the school.
* Be a member of the School Leadership Team (SLT), and a good role model to the whole school community.
* Play a major role in the raising of standards of achievement and attainment in the phase team
* Through membership of the SLT, contribute to the policy and strategic development of the school.
* Through membership of the SLT, plan, lead and participate in a range of monitoring and evaluation activities.
* Participate in formulating, implementing, monitoring and reviewing the school self- review cycle and SEF and the AIP (Academy Improvement Plan)
* Reporting to the SLT, Governors and other stakeholders.
* Support the Performance Management process as a Reviewee and a Reviewer.

**Monitoring, evaluation and assessment**

* Assist the Headteacher and Deputy Headteacher in analysing, tracking and evaluating progress for cohorts and groups of children
* Plan, lead and participate in the monitoring and evaluation of pupil workbooks, pupil conferences and scrutiny of planning in order to monitor achievement, attainment, the effectiveness of school policy and to hold staff accountable
* Plan, lead and participate in pupil progress meetings in order to monitor achievement, attainment, the effectiveness of school policy and to hold staff accountable.
* Plan, lead and participate in the analysis of data for literacy.
* Produce termly evaluation reports for the Head Teacher and Governors.
* To lead on moderation and validation of children’s work across the whole school. Feedback to SLT and implement necessary actions.

**Liaison**

* Ensure effective communication throughout the phase team and across the school.
* Seek and support opportunities to source external funding to support the school and its needs.  
  Promote the school in the local and wider community.
* Sustain the personal motivation of staff throughout the phase team
* Liaise with all staff in Primary to provide and promote effective provision of Literacy teaching and learning across the whole school.
* Liaise with Network colleagues and other outside agencies to provide effective Literacy provision.

**Academy Culture**

* Support the academy’s values and ethos by contributing to the development and implementation of policies practices and procedures
* Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
* Help develop a culture and ethos that is utterly committed to achievement
* To be active in issues of student welfare and support
* Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

**Pastoral**

* Encourage and support all staff providing advice, praise and assistance.
* Foster and develop good relationships within school, with parents and with Governors.
* Foster and develop an atmosphere of trust and care within the phase team and across the school

**Other**

* Undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
* Ensure that aims, policies and values of the academy are implemented.
* Ensure that the displays within upper KS2 are effective and adhere to school policy.
* Ensure that there is a safe, effective and pleasing indoor learning environment within the phase team area
* Be mindful of Health and Safety regulations, carry out regular checks and inform the Site Manager of any concerns.
* Undertake other various responsibilities as directed by the line manager or Headteacher.

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check..*

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