HILLYFIELD PRIMARY ACADEMY

**JOB DESCRIPTION: Assistant Headteacher**

**The Assistant Headteacher of Hillyfield Academy will work with the Deputy Headteachers, Heads of School, Executive Headteacher and together they will be responsible to the Governors for managing the school effectively to the highest possible standard.**

**Professional Duties**

In this class based role (with agreed weekly release time), the Assistant Headteacher, in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the Head of School, shall:

**1.** **Play a major role, under the overall direction of the Headteacher, in:**

1. carrying out the aims and objectives of the school;
2. leading and monitoring current initiatives and school priorities within the phase

(c) managing staff and resources within a phase

**2**. **Undertake the following specific duties;**

1. **Teaching and Learning**

To teach to the highest standards. To play a leading role in further developing teaching and learning strategies across the school. To work with the headship team to contribute to staff CPD so all staff continually develop their practice. To work alongside year group leaders, teachers and support staff from both sites to provide an outstanding education for all children. To conduct monitoring and evaluation across the phase to ensure ‘Excellence Everyday’.

1. **Assessment**

Under the guidance of the Deputy Head build on the existing assessment in school to ensure accurate data. Work with teachers and Year Group leaders to ensure timely collection, collation and analysis of class data.

Implement and monitor intervention as a result of Pupil Progress Meetings (attend PPM for their team).

1. **Curriculum Responsibility**

Oversee and take responsibility for co-ordinating a curriculum area in line with the needs of the school and the priorities outlined in the school development plan.

1. **Promoting Positive Ethos and Implementing the school’s Behaviour Policy**

To foster the belief that all children have the right to receive an excellent education, in a mutually respectful, caring environment, which meets every child’s needs. To develop and ensure consistency among teachers and support staff in dealing with behaviour and to take a key role in ensuring that high standards of behaviour are maintained at all times.

1. **Communication**

Support the Head of School and Headteacher in developing and

maintaining effective communication between children, staff,

parents, and the wider community at both sites.

To establish clear lines of communication within the specified year groups. Lead team meetings for both teachers and LSAs to ensure smooth day to day running of the team. To monitor staff welfare within the phase and bring any issues arising to SLT.

1. **Performance Management and Staff Development**

To act as an NQT / School Direct mentor and Staff Appraiser, advising and supporting all staff and contributing to their individual professional development. To mentor and coach teachers from both sites, and to plan and lead specific INSET.

1. **Day-to-day management**

To assist the Head of School and Deputy Head in ensuring that the school runs smoothly and acting in a management capacity as the need arises. This includes:

* undertaking team teaching as required
* managing day to day running of the team including rotas, timetables and communication meetings
* monitoring of non-negotiables across the team
* ensure smooth running of the school by communicating clearly
* providing support for staff and pupils within an overall pastoral role
* assisting staff with curriculum financial management
* overseeing the supervision of pupils during lunchtimes
* conducting team assemblies on a regular basis

### Conditions of Employment

The Assistant Headteacher is required to carry out the duties of a schoolteacher and the professional duties of a Assistant Headteacher as set out in the School Teachers’ Pay and Conditions Document.

**Applications close: Thursday 19th October 2017**

*Hillyfield Primary Academy is committed to safeguarding children and expects all who work at the school to share this commitment; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*