**THE GERRARDS CROSS CE SCHOOL**

**ASSISTANT HEADTEACHER – Job Description**

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| **Key information:** |
| Post TitleSalaryPurpose of postResponsible to | Assistant Headteacher MPS / UPS + fringe + TLR To lead a team of teaching staff in EYFS or Key Stage 1 and through this role, to assist the Headteacher in managing and leading the schoolThe Headteacher of The Gerrards Cross CE School |
| **Description of role:** |
| * The Assistant Headteacher is required to carry out the duties of a school teacher as set out in paragraphs 52.1 to 52.14 (inclusive) of the 2015 Document including those duties assigned which the Headteacher may reasonably direct from time to time
* To provide a role model of outstanding teaching
* To contribute to the continued development of the school through membership of the Leadership Team
* To work closely with other members of the Leadership team to ensure the smooth running of the school on a day-to-day basis
* To monitor teaching and provision in EYFS or KS1, ensuring that the highest standards and expectations are held by all
* To monitor, evaluate and develop the teaching of colleagues through the appraisal process
* To monitor and report on pupil achievement and attainment through analysis of formative and summative data from EYFS or KS1; and to use information to inform curriculum and teaching development
* To line manage a small team of teachers and to be responsible for coordinating curriculum, pupil and staff matters within the team
* To be responsible for an appropriate, stimulating, challenging and high quality curriculum in EYFS or KS1, through consultation with subject leaders and other staff
* To keep up-to-date with educational issues, informing the Leadership Team and other staff where appropriate
* To ensure an effective induction programme for staff and to support and encourage their continued development
* To lead KS1/EYFS collective worship, celebrations and performances
* To provide and evaluate effective communication channels for children, parents, staff, governors and the wider community
* To address a range of stakeholders including parents and governors with clarity and confidence
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