

JOB DESCRIPTION FOR SCHOOL TEACHERS

SCHOOL: KINGSLAND

NB:- Kingsland School is based on 2 sites – Castleford & Stanley. You will be required to work on either/both sites, as directed by the Headteacher.

POST: ASSISTANT HEADTEACHER

SALARY SCALE: 8-12

Duties

This job description describes, within the terms of your employment, the range of professional duties which are attached to your post. It is not a comprehensive definition of those duties. The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. They may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1) In addition to the professional duties of a teacher an Assistant Headteacher is also required to assist the Headteacher in the following tasks:

- Undertaking any professional duty of the Headteacher delegated by the Headteacher;
- Undertaking the professional duties of the Deputy Headteacher in the event of that postholder's absence;
- Support and deputise for the Deputy Headteacher;
- Ensuring that the school provides a high quality education to all pupils;
- Maintaining an oversight of day to day site organisation;
- Establishing, supporting and upholding the aims and objectives of the school;
- Establishing, supporting and upholding all policies, including those through which the aims and objectives can be achieved;
- Monitoring progress of such policies;
- Managing staff and resources, with the support of the Deputy Headteachers.

2) Working in conjunction with the Senior Management Team, responsibilities include:

- Ensuring that teachers plan and implement programmes of work for each pupil in their class in accordance with their needs, The Kingsland School curriculum and the Code of Practice for pupils with special educational needs;
- Implementing aspects of the induction policy for new staff and ensuring they are well briefed in the organisation of the school and its policies and procedures, including acting as an induction mentor for new staff;
- Being a member of the DSL team;
- Implementing the staff development and Inset policies;
- Participating in the selection and appointment of new staff, teaching and non teaching;
- Ensuring effective communication throughout the school—that all staff receive information they need in order to carry out their professional duties effectively;
- Acting as team leader in the Performance Management of teachers and support staff;
- Sharing an overview of curriculum, assessment and record keeping systems with the rest of the SMT to ensure continuity and standardisation throughout the school, including ongoing regular review and evaluation of existing policies;
- Ensuring, together with the other SMT members, that health and safety and legal procedures are followed and that staff are regularly updated regarding changes to these;
- Carrying out teaching duties in accordance with the school's schemes of work and curriculum;

- Demonstrating outstanding teaching practice;
- Supporting the SENCO;
- Developing and maintaining effective partnerships with a variety of outside agencies;
- Developing and ensuring effective partnerships with parents, the community, mainstream schools etc.

3) In addition, the post holder will have responsibility for areas that may include:

- Literacy and communication
- Wellbeing
- CPD

You will advise, co-ordinate and lead school improvement in some of these areas, as stated in the School Teachers' Pay and Conditions Document. This will include responsibility for policy statements and action plans, schemes of work, teaching approaches and resources, liaising with other schools and agencies, and promoting parental and staff understanding of the work being done in school.

4) Standards and quality assurance

- To uphold the School's Staff Code of Conduct;
- Set a good example in terms of dress, punctuality and attendance ;
- Attend and participate in open evenings and student performances;
- Uphold the school's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings;
- Maintaining standards and the quality of the school e.g. reports and liaison with parents and other professionals etc.

6) To whom responsible:

Headteacher

Deputy Headteachers

7) Staff for whom responsible:

All teaching and non teaching staff, in conjunction with the Senior Management Team.

8) This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with you.