



JOB DESCRIPTION

POSITION: Assistant Head Teacher for Phase 1 (EY, Y1 and Y1, Y2), Subject Expert in Maths across the School

GRADE: Leadership Group Pay Scale L7 to L11

SCHOOL: Newington Green Primary School

PERFORMANCE APPRAISED BY: Head of School

Key relationships:

Relationships	Line Management Relationships
Parents	Class Teachers in your phase
Staff	HLTA for your phase
Office staff	
Governors	
Rotherfield staff	

It is intended that the post holder will have a regular teaching commitment in this role in terms of developing the quality of teaching (demonstration lessons, cover to release for observation, team teaching, targeted teaching of underperforming groups).

Key responsibilities:

- Achievement of pupils in your phase across all subjects
- Quality of Teaching in your phase
- Behaviour in your phase
- Communication to parents within your phase
- Appraisal of teaching staff and HLTA for your phase
- Provide Expert advice in your subject area across the whole school
- Provide CPD in your expert area

Role and Responsibilities:

1. To monitor the quality of teaching within your phase, both formally and through regular learning walks
2. To drive up the quality of teaching in your phase across all subjects, taking accountability for pupil progress in your phase across all subjects
3. To ensure that teaching across your phase is a minimum of consistently good or better
4. To mentor NQTs or TAPs in your phase, giving consistent high quality feedback and CPD
5. To ensure that daily practice across the phase is a minimum of good including all indicators of this (books, marking, behaviour management, lessons, and environment)
6. To use data at a phase and school level to drive improvement across the school and hold teachers to account
7. To provide targeted support to teachers within your phase to ensure teaching, based on triangulated evidence, is a minimum of good
8. To share teaching and learning best practice within your phase
9. To ensure that standards at all key benchmarks in your phase show consistent improvement or that secured previous improvement is sustained
10. To lead phase meetings, focused not just on business and policy issues, but on teachers' professional development
11. To support class teachers with behaviour management in your phase and ensure that the behaviour management policy is implemented effectively
12. To work alongside class teachers to deliver highly-targeted English and Maths interventions in across your phase or subject
13. To work alongside the other members of SLT to develop, implement, review and revise the curriculum
14. To work with colleagues in other schools on the development of teaching and learning practice- particularly Rotherfield and Futurezone
15. To support and develop other leaders in school as could be reasonably requested
16. To ensure parents are regularly given guidance as to how to support their children's progress at home through regular events, and newsletters/website
17. To provide necessary data and to use data effectively to identify learners needs and those who are underachieving within your responsibility, and where necessary, create and implement effective plans of action to support them
18. To analyse and interpret all appropriate evidence both in school and from outside to inform, policies, practices, expectations, targets and teaching methods
19. To contribute to the school process of self-evaluation and development in the School Improvement Plan, to have regard for your own professional development and to play a part in the general life and work of the school its meetings and events including work with the School Improvement Partner

20. To work with colleagues on your personal development of teaching and learning practice where issues are identified through observation in line with the school monitoring programme
21. To establish constructive working relationships among staff with whom you work, through team working relations and mutual support; evaluating practice and developing an acceptance of accountability
22. To sustain one's own motivation and, where possible that of other staff, through having positive attitudes and an understanding of the ethos, aims and values of the school
23. To establish resource needs and advise the Head of School of likely priorities for expenditure and allocate available resources with maximum efficiency to meet the objectives of the school and its plans
24. To work with other staff to ensure the effective, efficient management and organisation of learning resources, including the use of information and communication technology in your teaching, planning, research, assessment and record keeping
25. To support and discuss School Policies at Governors and/or parents' meetings when requested to do so
26. To contribute towards the enhancement and broadening of the school's present policies where applicable
27. To support and contribute to effective working relationships with teachers, parents, LBI Officers and Advisors, at school, National meetings, the media and the community generally; to be accountable to the Head of School, the School Governors and LBI
28. To lead staff professional learning as requested or agreed within school development priorities
29. To appraise and line manage staff within your phase ensuring that all staff are in line with CSE and their pay scale, and where they are not managing plans to improve performance or manage the capability process
30. When requested deputise for senior staff (including the Head of School), and take an active role in the leadership and management of the whole school community
31. To promote the safeguarding and welfare of children
32. At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy
33. Any other duty commensurate with the post as directed by the Head of School

POST HOLDER DECLARATION:

Signed ----- Date -----

PERSON SPECIFICATION

POSITION: Assistant Head Teacher

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SCHOOL: Newington Green Primary School

You must demonstrate on your application form that you meet the following essential criteria.

ESSENTIAL CRITERIA

EDUCATION AND EXPERIENCE	
E1	Qualified Teacher Status
E2	Evidence of further study
E3	Evidence of outstanding classroom teaching preferably across different year groups
SKILLS, KNOWLEDGE AND ABILITIES	
E4	Successful leadership of national assessments
E5	Successful impact on improving the quality of teaching and learning
E6	Success in leading and managing staff including motivating them, leading appraisals and having difficult conversations
E7	Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement
E8	Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these
E9	Knowledge of what constitutes excellence in educational provision, the characteristics of effective schools and strategies for raising standards within the context of national policy
E10	See beyond the classroom to whole school priorities
E11	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.