

POSITION DETAILS:

Position Title:	Assistant Head Teacher
Reports to:	Head of School
Division:	Academic
Salary Scale:	Senior Leadership
Teaching commitment:	40 %

JOB PURPOSE

The main purpose of this role is to report to the Head of School on the following areas:

- To oversee the student attainment and progress for a key stage as directed.
- Lead on teaching and learning at a whole school level.
- Organise the school continuous professional development of the academy (CPD).
- Oversee the programme for Early Career Teachers and trainees.

RESPONSIBILITIES:

Leadership and Management

- Line manage the Progress Leader of the designated Key Stage.
- Line manage key departments as assigned by the Head of School.
- Plan the induction week for staff in conjunction with the SLT.
- Support with the onboarding of new staff.
- Work with the Human Resources Department to integrate new staff.
- Work with the Education Office to disseminate good practice across all academies.
- Work with designated working parties across the academies to establish good practice and policy.
- Work with the Deputy Head of Curriculum to ensure the curriculum is innovative and aspirational.
- Carry out Performance management and quality assurance tasks as directed.
- Contribute to the writing and development of Academy policies.
- Support the Head of School with establishing and maintaining high standards within the staff.
- Support the Head of School and SLT with holding staff to account for student progress and attainment.

Teaching and Learning

- Evaluate the 'health' of the teaching and learning in the school.
- Drive forward modern and effective pedagogical methods and research.
- Maintain a spreadsheet of teaching strengths and areas of foci for the Academy.
- Use Performance management data to plan whole school, department and individual CPD sessions.
- Evaluate the effectiveness of the CPD programme.
- Oversee the Early Career Teacher programme.
- Produce high quality resources to disseminate and model excellent practice in teaching and learning.
- Support staff to improve their practice through bespoke action plans and development programmes.
- Use whole school and student level data to identify trends and patterns across the academy and at departmental level.
- Contribute to the Academic Tutoring Programme for the relevant Key Stage.
- Monitor the development of curriculum resources with the Deputy Head of School.
- Ensure effective use of technology in the development of teaching and learning across the academy.

Manage Resources

- Oversee the Academy's CPD budget in conjunction with the SLT.
- Support the development and maintenance of all SLT documentation.
- Contribute to the development and writing of the Academy's Calendar and staff training plan.



RESPONSIBILITIES:

Other Professional Requirements

- Promote and support the ethos of the school.
- Attend and organise webinars as required.
- Attend all SLT meetings.
- Attend and participate in all school meetings and CPD events
- Take an active part in the life of the school and Academy.
- Attend calendared events as requested.
- Communicate regularly and positively with all parents.
- Participate in whole school celebrations and events across the academies as directed.
- Contribute to the marketing of the school and the whole academy.
- Have excellent attendance and punctuality records.
- Adhere to the Academy's code of professional standards.
- Adhere to the Academy's Policies.
- Ensure high standards of Health and Safety within the department.
- Manage the academy's finances efficiently.
- Any other reasonable requests as directed by the Head of School.
- Carry out break duties to support the safety and well-being of the students.

QUALIFICATIONS, EXPERIENCE, & SKILLS:

Educational Qualifications

Essential

- Bachelor's degree
- Post Graduate Certificate in Education (or equivalent)

Professional Qualifications

Desirable

- NPQSL or related course

Experience

- Minimum of 6 years teaching experience

COMMUNICATION & WORKING RELATIONSHIPS:

Internal:

- Head of School
- Deputy Head of School
- Assistant Head Teacher
- Heads of Department
- Assistant Head of Department
- Progress Leaders

External:

- Executive Principal
- Education Office
- People Services
- Parents
- Ministry of Education

VERSION CONTROL:

Prepared by	Head of School, ISK	Date: 01.12.2021
Updated by		Date