Assistant Head Teacher Job Description

Job Title: Assistant Head Teacher

Reporting to: Head Teacher

Grade: Leadership Pay Spine

Summary:

To work with senior leaders in all aspects of leadership and management and to take responsibility for managing and developing teaching and learning, curriculum, assessment and enrichment throughout the school.

General Responsibilities

The Assistant Headteacher is to take a central role in assisting the Leadership Team and Governing Body to develop our school in accordance with its shared values and our school development plans. He/ she will work in close partnership with the Partnership schools.

The Assistant Headteacher is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader, with a particular focus on inclusion, a leader in assessment for learning and assessing pupils' progress and a key person in the senior management team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers' Pay and Conditions Document.

Specific Responsibilities

The Assistant Headteacher will teach classes to model good practice, develop relationships, support training and development and ensure 'quality first teaching' is embedded across the phases they lead.

The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children through careful monitoring and holding staff to account for the progress their pupils make.

The Assistant Headteacher will be a model professional, setting an excellent example to all staff. He/she will work in close partnership with the Leadership Team in actively promoting enrichment, entitlement and achievement through building effective working relationships with stakeholders. He/she will work with the Leadership Team to ensure that the school offers a high quality, engaging and well -matched curriculum for all children.

Leadership and Management:

- Support senior leaders in the effective day-to-day management of the school and school community including recruiting and inducting staff, leading assemblies and staff meetings and responding to the views, needs and requests of children, staff, parents, governors and visitors.

- Work with the Leadership Team, staff and governors in the development, implementation and review of school improvement plans, including regular monitoring and evaluation of standards and quality of provision.

- Work with the staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.

- Work with the Senior Leaders in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of the key stages they lead.

- Take a leading role in the leadership team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children. This includes leading in AfL and all forms of national and local assessment and reporting requirements.

- Support the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school. They will be required to ensure all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.

- Work as part of the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards

Teaching and learning

- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.

- Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within their phases. Provide and promote models of excellent classroom practice through whole class and group

teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.

- Establish creative, responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning.

- Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across the key stages they lead. This will include agreeing and articulating high expectations and setting aspirational targets.

- Monitor the effectiveness of teaching and learning including teachers' planning, monitoring, book looks and triangulations. This is clearly communicated with staff.

Strengthening Community

- Promote and model good relationships with parents and carers, which are based on mutual respect to support and improve pupils' learning and achievement.

- Contribute to the development of the school as a hub of the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.

- Contribute to policies and practices which promote equality of opportunity. Support staff well-being and work-life balance and help to ensure access to opportunities for growth, achievement and success for all.

Other duties and responsibilities

Any other duties that senior leaders may from time to time ask the post-holder to perform.

Person Specification for the Assistant Headteacher

Prerequisite
Satisfactory enhanced DBS check and references.

Experience
Significant experience of working as a key curriculum leader in a primary school.
Evidence of being an excellent classroom practitioner in a primary school.
Experience of working with parents and carers, outside agencies, to secure achievement, enrichment opportunities and resources for children
Experience of leading appraisal cycles
Experience of delivering training for others
Experience observing and feeding back to teaching and support staff

Qualifications or Training
Qualified teacher status
Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management

Skills:
Able to effectively manage children's behaviour in a positive way and to promote good relationships and good behaviour.
Highly developed interpersonal skills - able to talk effectively to children, parents, governors, external professionals and colleagues.
Able to liaise effectively with agencies, build good working relationships and rapport with colleagues.
Excellent written and verbal communication and able to help the school raise standards of achievement.
Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps.
Confident in use of ICT as a teaching, learning, communication and administrative tool.
Able to multi-task and to effectively delegate tasks to others.