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**JOB DESCRIPTION**

**Job Title:** Assistant Head Teacher   
(With responsibility for Cultural Capital)

**Responsible to:** Head Teacher

**Duties:** The School Teachers’ Pay and Conditions Document Regulations (updated annually) specifies the general professional duties of all assistant head teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**TEACHER**

To fulfil the roles of teacher as described in the generic job description.

**ADDITIONAL RESPONSIBILITIES**

1. To support and lead the school in fostering its ethos of Aspiration, Resilience, Opportunity and Excellence
2. To work in collaboration with the Pastoral/Teaching and Learning teams to positively engage pupils both in and beyond the classroom
3. To work with the AHT Teaching and Learning to ensure cognitive development, engagement, resilience and independence are taught throughout the curriculum and elements of these are evident in every lesson.
4. To work with Heads of Faculty/Department to ensure consistency in the approach to engagement.
5. To provide additional intervention for pupils who lack the study skills to take advantage of opportunities offered at Woodlands School.
6. To ensure all of our pupils are equipped with the necessary skills and attributes necessary not only for academic study, but also success in the working world.
7. To ensure pupils develop a lifelong love of learning, read widely and appreciate the value of education.
8. To oversee engaging and inspiring educational opportunities for our pupils outside of the classroom, including opportunities to engage with Russell Group universities, higher-level apprenticeships and high-level employment in London and beyond
9. To ensure all of our pupils take opportunities to fully immerse themselves in the wider life of the school, engaging in a range of enriching activities that both help foster positive relationships and take pupils out of their comfort zone.
10. To oversee the Resilience Team to increase parental engagement.
11. To liaise with the DHT Pastoral to re-engage our ‘hard to reach’ families to increase attendance, punctuality and achievement.
12. To head up a team of lead practitioners using both a strategic and operational approach to ensure cultural capital takes place and has a positive impact.
13. To ensure pupils engagement with interventions (morning enhancement, period 6/7, holiday sessions, activity weekends)
14. Working with the learners who have the potential to become NEET, when working with the “hard to reach.”

**Other Duties:** Under the overall direction of the Headteacher and in the light of the school’s mission statement to undertake the following responsibilities:

***Strategic Direction and Ethos***

* To assist the Headteacher in maintaining the ethos of the school.
* To assist the Headteacher in setting an example of high quality performance in standards and leadership.
* To play a major roll, under the overall direction of the Headteacher, in
* formulating the aims and objectives of the school;
  + establishing the policies through which they shall be achieved;
  + managing resources to that end; and
  + monitoring progress towards their achievement.

**Staff**

To participate in, as required, the appointment and management of teaching and associate staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.

**Pupils**

* To ensure the highest standards of achievement for all pupils, through high expectations and well balanced curriculum.
* To ensure the entitlement of all pupils to have equal access to and participation in all aspects of the curriculum.
* To identify and provide for the specific needs of all pupils including those with special educational needs.
* To maintain effective support systems for pupils on entry to the school.
* To ensure that robust systems are developed and implemented for all aspects of child protection including the School’s response to attendance, punctuality and behaviour.

**Parents / Carers**

To maintain effective methods of consultation and communication, keep parents/carers fully informed about all matters relating to the education of their children and promote a positive relationship linking home and school in a supportive working partnership.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by…………………………………………………….(Postholder)**

**…………………………………………………………………….. (Postholder – Print Name)**

**and ……………………………………………(Headteacher) Date …………………………**

**Updated February 2020**

