St Mary's School
26 Tentelow Lane
Norwood Green
UB2 4LE
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office@stmarysschoolng.org

Job Title: **Assistant Head**

Line Manager: **Head Teacher**

Main Purpose of the Job

1. Assist the Headteacher in leading and managing the school
2. Play a major role, with guidance from the Headteacher, in developing and reviewing the school development plan and self evaluation
3. Undertake the normal responsibilities of a class teacher
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
5. To ensure all children make good progress irrespective of their starting points and backgrounds.
6. To deliver a broad and balanced curriculum that complies with National expectations; is in line with the school's own ethos and schemes of work and is relevant to the age and ability of the children.
7. To work in collaboration and partnership with children, parents/carers, governors, other staff and external agencies and wider community

All teachers will be expected to carry out the duties and responsibilities set out in the current School Teachers Pay and Conditions Document under the direction of the Headteacher. At this school, the following areas have been highlighted as of particular importance.

Duties & Responsibilities
Teaching

- Carry out the professional duties and standards of a class teacher, acting as a model of outstanding practice across the key stage and create a positive learning climate
- Act at all times as an ambassador for the school in a manner which upholds its Christian values and ethos and to model behaviour consistent with the school's policies, standards and aspirations
- Ensure personal knowledge of current school policies and guidance is up to date, and planning and teaching is compliant with these at all times.
- Advise and provide positive management of the curriculum for the Infant phase. Work collaboratively on the preparation and development of teaching materials, assessment and pastoral arrangements as appropriate

- Work with parents as partners ensuring that they are provided with opportunities and support to help in the progress of their child
- Actively seek out opportunities to develop and maintain good relationships with parents, outside agencies and the local community
- Carry out playground, lunch and other duties as directed and within the remit of the *School Teachers' Pay and Conditions* document
- Take a full and active part in the wider life of the school (e.g. clubs & social events)

Professional Learning Community

- Work as a team member and identify opportunities for working with colleagues to promote development for all participants
- Participate fully with arrangements made in accordance with the revised Performance Management Regulations 2013
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the children, curriculum or organisation of the school, including pastoral arrangements and assemblies
- Be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or developed as an outcome of your performance management

Health & Well Being

- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Establish a purposeful and safe learning environment, allowing for a culture of independent learning
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's policies
- Raise all concerns regarding the behaviour, progress or welfare/child protection of any child with the appropriately identified person
- Ensure that the Safeguarding Policy and Health and Safety Policy are followed by you and your colleagues
- Aim to promote a positive work-life balance for all staff with the Headteacher

Leadership & Management

- Take professional decisions in any temporary absences of the Headteacher
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
- Contribute to the efficient organisation, management and supervision of school routines
- Undertake lesson observations and other monitoring activities with the Headteacher or Education Advisor

- Implement the Trust's policies on all aspects of equal opportunities
- Be responsible for the line management and performance management of specific teachers
- Participate in the recruitment and development of teaching and non-teaching staff
- Assist and advise the Trustees as required attending meetings or providing reports as required.

Administration

- Participate in and carry out any administrative and organisational tasks within the remit of the *School Teachers' Pay and Conditions* document
- Register the attendance of and supervise children, before, during or after school sessions as appropriate

Exercise of particular duties

- Perform any other reasonable duties as requested by the Headteacher

Please note - This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder: ..... **Date:** **/ /** .....

Signature of Headteacher: ..... **Date:** **/ /** .....