**Post title:** Assistant Headteacher Lower KS2

**Grade:** Leadership Scale, points 6 – 10

**Responsible to:** Headteacher and Deputy Headteacher

**Responsible for:** Lower KS2 colleagues

* The Assistant Headteacher LKS2 is required to carry out the duties of a teacher as set out in the School Teachers' Pay & Conditions Document and to meet all Teacher Standards.
* The Assistant Head will be a member of the School Leadership Team (SLT).

**The Assistant Headteacher is expected to support the leadership and success of the school by:**

* Realising the vision, values and rules of the school through ‘walking the talk’, robust school self-evaluation, clear school improvement planning and strong professional practice day-in-day-out.
* Ensuring that all children can achieve success
* Managing staff and resources so that everything we do has maximum impact and that we ‘work smart’.
* Ensuring that our safeguarding policies and practice are at the forefront of what we all do.

**The primary areas of responsibility are:**

* LKS2 Phase Leader (6 classes)
* LKS2 Class teacher (0.7)
* Subject leader of our Maths team
* Member of SLT

**Organisational aspects: enabling each day, week, term and year to be successful**

* To be responsible for the day to day running of Lower KS2 ensuring that colleagues are well informed and can get on with great teaching.
* To establish and maintain effective relationships with colleagues through clear communication, including great listening skills.
* To organise timetables, interventions and cover across the phase.
* To use resources innovatively and effectively to raise achievement levels of all children.

**Leading teaching and learning: be it, promote it, support it and grow others**

* To be a great teacher!
* To play a leading role in the promotion of high standards of achievement and equal opportunities
* To monitor and support teaching across the phase, ensuring high standards are achieved.
* To monitor the quality of learning, ensuring pupil work is of a consistently high standard and feedback supports children in making progress and feeds into teachers’ planning and target setting.
* To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
* To lead on appropriate assessments and moderation according to school policy.
* To ensure that the progress of pupils is monitored through analysing data and running pupil progress meetings to support learning and implementing support plans as necessary.

**Curriculum leadership: Maths team leader**

* Act as a model of excellent classroom practice for other teachers.
* Support and lead professional development in maths.
* Lead all aspects of the subject across the curriculum and across the school.
* Work in partnership with other members of the maths team, SLT, consultants and partnership schools to ensure high standards in teaching and learning.
* Be responsible for appropriate paperwork including policy, teaching plans and action plans.
* Analyse data and other information to share so that we know how we are doing and what our priorities are.
* Keep abreast of what is happening in the world of maths teaching and share this profile with colleagues and governors.

**Staff development and CPD: developing yourself and others**

* To be part of a new coaching and mentoring programme to support staff development with trainee teachers and school staff.
* To offer advice and support to colleagues regarding their training needs, in line with priorities set out in the School Improvement Plan, including planning,training and development opportunities.
* To ensure that all newly appointed staff have adequate support as part of their induction programme
* To support appraisal reviews and staff CPD in line with individual performance targets and whole school priorities
* To develop links with partnership schools and professional networks to support your own role and school development.

**Safeguarding, Equalities, SEND, behaviour and parents: fundamental essentials to live and breathe**

* To demonstrate a robust understanding and best practice of safeguarding and the role we all play in ensuring that all children are safe.
* To work hard with colleagues to support equality for all and work with us to challenge, educate and support aspects that may need additional attention.
* To work closely with the AHT Inclusion, SENDCo and other staff to ensure that all pupils within LKS2 who have additional needs are identified early and have provision to meet their individual needs.
* To ensure that there is a consistent approach to supporting and managing behaviour across LKS2 and across the school in alignment with Our Values, Behaviour Policy and Staff Code of Conduct.
* To work in partnership with colleagues to continuously engage, support and value the role of parents and cares.

**Health and Safety**

* To work in partnership with other leaders, the School Business Manager and Premises Manager, ensuring that Lower KS2 staff know, understand and implement the school’s Health and Safety Policy

**Working with the Governing Body**

* To attend meetings of the Governing Body as required.

**Additional responsibilities and general requirements: all in a day’s work!**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to by the Headteacher, including deputising for other members of the senior leadership team in their absence.
* Work in co-operation with colleagues and establish and maintain good relationships with staff and children.
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed timescale.
* Attend and participate in relevant training (including INSET days), sharing the knowledge and ideas gained with colleagues.

The role of the Assistant Headteacher will be reviewed annually and possibly amended according to the changing needs of the school. These changes will be made in consultation with the Headteacher.

May 2021