**Job Description**

**Job Title: Assistant Headteacher**

**Location: Montgomery Primary Academy**

**Hours of work: 32.5**

**Reports to: Deputy Headteacher - Teaching and Learning & Curriculum**

**Purpose of the Role:**

To promote and adhere to the Trust’s values to be unusually brave, discover what’s possible, push the limits and be big hearted.

* To be accountable for the creation of a diverse and comprehensive curriculum model that provides opportunities for all pupils to excel and develop a wide range of skills and knowledge in all subject areas.
* To support the development of and standard of teaching.
* To support the provision of an appropriately broad, balanced and relevant curriculum for all pupils, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Headteacher.
* To work collaboratively with all members of the Senior Leadership team to effectively monitor the impact of the curriculum implementation at Montgomery .
* To think creatively about the curriculum intent and implementation, look to offer and introduce new activities and subjects to depending on pupil interest.
* Complete regular pupil voice activities to measure the impact and success of the curriculum implementation.
* Form strong working relationships with parents, pupils and staff.
* Work with Heads of Departments to ensure consistency of curriculum language, skills and knowledge development and documentation.
* Conduct regular lesson observation and take an active role in the Quality Assurance programme at Montgomery .
* Work with the Senior Leader in charge of the character curriculum to ensure the curriculum provision supports the development of the whole child.
* Work closely with the SENCOs to ensure the curriculum provision is accessible and challenging for all learners.
* Lead of staff CPD identifying needs and requirements to support Teaching and Learning.
* Lead ITT and staff induction to ensure consistency of policy and practice.
* Lead the whole school QA, support Heads of Department and work the Deputy Headteachers to identify staff who require support.
* Lead staff support plans and work closely with Heads of Departments to create informal support plans.
* Interpute Academy data and identify vulnerable groups - discuss with Heads of Departments.

**Responsibilities:**

* Leading the teaching and learning QA process, identification of areas of strength and areas of concern. Liaise with Heads of Department regarding next steps and provide robust evidence based documentation to SLT meetings.
* Lead the creation of the CPD provision at Montgomery reflecting on the curriculum needs of both Academies.
* ITT at Montgomery .
* Creation of staff support plans for identified departments and specific members of staff as identified during the QA process by the Head of Department or members of SLT.
* Form strong working relationships with Phase Leaders to share expertise regarding T&L and curriculum design.
* Along with the SLT in charge of the Character Curriculum provide a diverse, interesting and engaging programme that supports the Character curriculum agenda.
* Use data collection information to inform CPD requirements and underperforming departments.

**Liaising with:**

* All members of the Senior Leadership teams at Montgomery
* Phase Leaders and curriculum leaders in Montgomery
* To implement Academy Policies and Procedures
* To be a member of the appropriate Academy management structures and attend the relevant meetings.

**Academy Duties:**

* To undertake duties before Academy and at break, on a rota basis.
* To take reasonable care of subject resources and to account for any equipment used.
* To attend meetings (if required) and assist in planning and evaluation.
* To liaise with the line manager over career and professional development.
* To teach 30% of a timetable as directed by the Headteacher.

**Teaching Duties:**

* To undertake a programme of teaching in accordance with the appropriate professional standards.
* To teach, pupils according to their educational needs, including the setting and marking of all class work and coursework carried out by pupils in the Academy and elsewhere.
* To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
* To provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils.
* To ensure that ICT, literacy, numeracy and academy subject specialism(s) are reflected in the teaching/learning experience of pupils.
* To undertake a designated programme of teaching.
* To ensure a high quality learning experience for pupils that meet internal and external quality standards.
* To prepare and update subject materials.
* To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and demands of the syllabus.
* To maintain discipline in accordance with the Academy procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
* To undertake assessment of students as requested by external examination bodies, curriculum areas and Academy procedures.
* To mark, grade and give written/verbal and diagnostic feedback as required.
* To liaise with SENCO and the form tutor over student’s with special educational needs and to modify teaching accordingly

**Other Duties:**

* To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It’s what motivates us around here. We know this vision requires something extra. Which is why at AET, you’ll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we’re inspiring. Come inspire their remarkable with us.

**Our values:**

The post holder will be expected to operate in line with our values which are:

* Be unusually brave
* Discover what’s possible
* Push the limits
* Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers’ Pay and Conditions.

2. 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.

3. The 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.

4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. 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.

6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Person Specification**

**Job Title: Assistant Headteacher**

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| **General heading** | **Detail** | **Essential requirements:** | **Desirable requirements:** |
| **Qualifications** | Qualifications required for the role | * A good Hons Degree in a specific subject area. * QTS | * Further CPD related qualifications |
| **Knowledge/Experience** | Specific knowledge/  experience required for the role | * Leadership of a curriculum area. * Whole School responsibilities |  |
| **Skills** | Line management responsibilities | * Line manages specific subject areas as directed by the Headteacher. |  |
| Forward and strategic planning | * Carry out Quality Assurance to ensure the curriculum intent being offered is consistent, challenging and ambitious. * Support Heads of Departments and Phase Leaders to make them aware of the rationale and focus. * Present the impact and importance of Teaching and Learning strategies and curriculum design to the SLT. |  |
| Abilities | * To ensure the maintenance of accurate and up-to-date information concerning curriculum intent in all subject areas. * To make use of analysis and evaluate performance data provided. * To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. * To produce reports within the quality assurance cycle for the subject (if required). |  |
| **Personal Characteristics** | Behaviours |  |  |
| Values | * Ability to demonstrate, understand and apply our values   + Be unusually brave   + Discover what’s possible   + Push the limits   + Be big hearted |  |
| **Special Requirements** |  | * Successful candidate will be subject to an enhanced Disclosure and Barring Service Check * Right to work in the UK * Evidence of a commitment to promoting the welfare and safeguarding of children and young people |  |