

Please note that this job description is only indicative of the core responsibilities of an Assistant Headteacher. The specific roles and professional activities of the post will be determined on appointment and take account of the successful candidate's strengths and areas of expertise.

Kings Langley School: Job Description (Teaching Staff)

Title of Post	Assistant Headteacher
Grade (including allowances)	tbc
Reporting to: -	Headteacher and governors
Date	April 2018

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions Document which is available from the Headteacher or alternatively can be found online on the "teachernet" website. This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and job responsibilities.

Expected "standards" to be reached and maintained are clearly defined within the PAM documentation and should be referred to regularly for further clarification and specific detail. The section on leadership qualities and attributes are crucial in defining the expected impact of this vital role. This job description also relates to the school's published Pay Policy.

Generic Responsibilities

Teaching and Learning
<ul style="list-style-type: none"> ▪ Carry out teaching duties in accordance with the school's schemes of work and the defined National Curriculum. To plan and deliver lessons and other learning activities in accordance with the school's Teaching and Learning Policy. ▪ Liaise with other colleagues to deliver units of work in a collaborative way and contribute to the production and preparation of schemes of work (this contribution reflecting the post holder's level of responsibility). ▪ Work closely with teaching and other support assistants in delivering "personalised learning" whenever reasonably possible. ▪ Set targets for student attainment levels (using prior data provided) ▪ Set work for students absent from lessons in line with the school's behaviour and teaching policies. ▪ Within the PAM framework, work towards or maintain the teaching standards applicable (see documentation in PAM material)

Assessment and Recording
<ul style="list-style-type: none"> ▪ Maintain a "teacher planner" as prescribed in the school's policy, including the recording of attainment and effort marks, homework set, student attendance and lesson plans ▪ Mark and return work (using the school's marking and assessment policy) on a regular basis. Marking should include feedback for improvement and progress for each student. ▪ Provide assessment reports when periodically required within the school's assessment cycle and additional "round robin" reports when specifically requested. ▪ Ensure that suitably differentiated material and learning pathways are provided to challenge all students, regardless of their ability. ▪ Liaise with parents on students' progress using the school diary system, letters, telephone calls and consultation evenings where reasonable and appropriate. ▪ Work within the code of practice relating to special educational needs.

Professional Leadership Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- All members of the senior leadership team are expected to have a clear vision of good educational practice in whole school planning and evaluation and to make an active and vigorous contribution to all aspects of school policy. Members of the team are expected to actively support the ethos and culture of the school and show impact in enhancing the stated aims of the school through their actions, personal commitment and moral perspective.
- Set a good example in terms of professional dress and appearance, punctuality and attendance and adhere fully to the school's published code of conduct. Through personal conduct and participation in community activities, seek to continually provide a positive image of the school and its wider position in our extended community.
- Uphold and lead on the school's behaviour policy, uniform regulations and code of conduct in a consistent, firm and non confrontational manner.
- Maintain a purposeful and calm atmosphere in the classroom and in all other areas of the school and *consistently* apply the school's prescribed sanctions and rewards procedures.
- Identify and promote school improvement in a variety of creative and innovative ways.
- To carry out suitable evaluation and analysis of examination results and performance at the beginning of the academic year (see PAM documentation) and provide a suitable summative report indicating achievements and corrective actions which might subsequently follow
- As a consequence of the PAM cycle, take responsibility for personal development and progression making full use of the school's professional development opportunities and training. In addition, ensure that all staff are actively supported in their own improvement; understand the need for on-going professional and personal development and the subsequent link with educational standards.
- Lead and attend team and staff meetings as appropriate, contributing actively whenever possible.

Duties Specific to the Post holder

Strategic Leadership (please refer to the relevant section in the PAM documentation covering expected *standards* in school leadership)

- Accountable for leading, managing and developing middle leaders
- This will include ensuring the accuracy and quality of data analysis, internal moderation, internal assessments and whole school revision programmes.
- Lead and organise targeted intervention strategies for ALL students in conjunction with middle leaders
- To lead the development of a specified area of the whole school curriculum. In the first instance this is likely to be ICT and the virtual learning environment.

Strategic Management (please refer to the relevant section in the PAM documentation covering expected *standards* in school leadership and management)

- To maintain communication and develop good practice amongst middle leaders
- To liaise with Principal Deputy to ensure middle leader's quality assurance of teaching and learning
- To compile and distribute the school's academic timetable and to report on its efficacy in supporting and raising standards of achievement. In addition, work effectively with the leadership team in order to ensure that the school's teaching and commitments are effectively and efficiently timetabled, roomed and adequately resourced.
- To provide the governing body with relevant information, analysis and feedback as required
- To take responsibility for and be accountable for the performance of all staff within the specified line management structure.
- To work closely with the Principal Deputy in ensuring identified colleagues are held accountable for their performance.
- To carry out suitable monitoring and evaluation activities of the performance of colleagues within the school, including lesson observation, planner checks, Learning Area and subject reviews and student work scrutiny.
- When necessary, provide reports and feedback to governors showing progress against the school's current school improvement plan and self evaluation process.
- To take direct responsibility for the Performance Appraisal Management Review (including objective setting and action planning) of colleagues responsible to the Assistant Headteacher.