

Pickwick Academy Trust



St Gregory's CofE Primary School

Job Description

Assistant Headteacher – KS2

This is a key role for a highly effective teacher who is committed to their own professional development and eager to support the school's ongoing growth. The successful candidate will be dedicated to delivering high-quality primary education, serving as a strong role model for other teachers and helping to raise pupil outcomes. They will support school improvement through excellent teaching practice, provide leadership support to the Executive Headteacher while at St George's CofE Primary School, and take a lead role in English across both St George's and St Gregory's CofE Primary Schools.

PURPOSE	<ul style="list-style-type: none">• To lead and manage St Gregory's CofE Primary School effectively in partnership with other Senior Leaders.• To develop and enhance the teaching practice of other staff in Key stage 2.• To support and challenge the teaching and learning across Key stage 2• To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for all pupils in accordance with the aims of school.• To support the Executive Headteacher in effectively deploying staff and resources to support learning.
Reporting To:	Executive Headteacher and Governing Body
Responsible for:	Teaching and learning, assessment and progress across KS2 and behaviour. Lead role in English across both St George's and St Gregory's CofE Primary Schools.
Liaising with:	School employees; LA Staff; Governors; Parents and Volunteers
Working Time:	Full-time Regular release time will be given to support the strategic development of the school.
Salary/Grade:	MPS – UPS with TLR 2

DUTIES	
Employment Duties:	To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.
Particular Responsibilities:	<ul style="list-style-type: none"> • In partnership with the Head of School, Deputy Headteacher and SLT, develop the school's aims and policies to provide effective management of the school. • To fully participate in the process of school planning through the development, monitoring and review within the areas of curriculum, staff development/appraisals, pupils, resources, relationships/communications, ethos/building links with parents. • To oversee the leadership of key stage 1. • To undertake associated pastoral and administrative duties as well as other general responsibilities in the school as agreed with the Headteacher.
Class Teacher Tasks:	<ol style="list-style-type: none"> 1. The professional duties should include: <ol style="list-style-type: none"> (i) planning and preparing learning materials for their class. (ii) planning in partnership with year group colleagues to fulfil the requirements of the school's Curriculum Framework and National Curriculum. 2. To maintain the school's agreed records. 3. To promote general progress and well-being of individuals with reference to: <ol style="list-style-type: none"> (i) equal opportunities and special needs. (ii) classroom discipline and organisation. (iii) good relationships with parents/children. 4. To conform to Health and Safety Regulation and to have a caring approach to the well-being of all children both in the classroom and in the public areas of the school. 5. To participate in playground supervision according to the timetable. 6. To keep accurate registers of attendance. 7. To participate in meetings which relate to the curriculum, administration, organisation and pastoral arrangements of the school. 8. To display children's work both in the classrooms and general areas within the school. 9. To use the weekly 10% Planning, Preparation and Assessment time effectively. 10. To attend school assembly when required. 11. To support wholeheartedly the school ethos of a caring, supporting community. 12. To be a subject leader and promote the subject across the school. 13. To monitor your own work-life balance and workload carefully. To raise any issues or concerns directly with your line manager. 14. To carry out any other relevant duties related to the general welfare of the children and organisation of the school as requested by the Head of School. 15. To include any other duties as outlined in the School Teacher's Pay and Conditions document 2022. Attention is drawn to Section 2 (School Teacher's Pay and Conditions document

	2022), Part 1 to Part 3 and any future updates. Attention is particularly drawn to Section 46 (Professional responsibilities). Also Section 51 (Working time).
Operational/ Strategic Planning:	<ul style="list-style-type: none"> As part of the SLT, to lead and motivate staff and pupils by meeting individual needs. To support the Headteacher in managing staff and resources within the school in accordance with policy and regulation. To actively monitor pupil progress across Key stage 1. As required, to be involved in the review and implementation of school policies and procedures. To work with colleagues to formulate strategic plans to support the learning and needs of all groups of pupils. To take responsibility for the school in the absence of the other senior leaders (Head/Deputy). To promote and support the raising of standards across the school. To promote and support whole school policies across the school. Manage and coordinate Ks1 events and time-tabling.
Curriculum Provision:	<ul style="list-style-type: none"> To liaise with the Head, SLT and Governors to ensure the delivery of an engaging & effective curriculum programme which supports the SDIP.
Curriculum Development:	<ul style="list-style-type: none"> To keep up to date with national developments in all areas of the primary pedagogy and management. To ensure that staff have a good understanding and pedagogy of the early years curriculum To actively support the school's vision of learning. To support with assemblies, acts of worship, whole school events and activities as required. To moderate and make links with local ks1 teams
Staffing:	<ul style="list-style-type: none"> To work with other Senior Leaders to ensure that staff development needs are identified and that appropriate programmes are implemented to meet such needs. To support the personal and professional needs of identified members of staff. To undertake staff appraisal reviews and to act as reviewer for staff across Key stage 1. To participate in the interview process for teaching posts when required and to ensure effective induction of new Ks1 staff in line with school and ECT procedures. To promote teamwork and to motivate staff to ensure effective working relations. Promoting and encouraging colleagues to learn and develop. To provide support, assistance and advice to all staff, in particular to Ks1. Where needed, to challenge all staff to enable them to fully support the children and their colleagues. To support, encourage and enable staff members to meet deadlines e.g. reports for parents. To liaise with the admin staff e.g. producing letters to go home and organising school events.

	<ul style="list-style-type: none"> • To lead staff professional development meetings so staff are kept well informed, problems discussed and solutions found whilst also celebrating success. • To promote the staff members well-being and help colleagues achieve their goals and ambitions.
Quality Assurance:	<ul style="list-style-type: none"> • To work with the SLT in establishing the process of setting targets and actions towards their achievement. • To establish and monitor consistent approaches to pedagogy across the school. • To work alongside the SLT and the Executive Headteachers in monitoring teaching and learning. • If required, to make plans for and support individuals where improvement is required in liaison with the Head of School.
Management Information:	<ul style="list-style-type: none"> • To jointly produce reports on performance. • To provide the Governing Body with relevant information relating to performance and development. • When required, to lead Professional Development Meetings and training activities.
Communication:	<ul style="list-style-type: none"> • To ensure effective communication with parents. • To liaise with external agencies and any other external bodies for the benefit of the pupils and the school. • To be a good ambassador for the school. • To support the PTA and attend related events.
Marketing and Liaison:	<ul style="list-style-type: none"> • To lead the development of effective links with partner schools and the wider school community. • To work collaboratively with other leaders within the Pickwick Academy Trust and cluster schools.
Management of Resources:	<ul style="list-style-type: none"> • To help manage available resources in liaison with the SLT and Finance Manager. • To support the production of timetables and be responsible for organising use of some shared learning facilities. • To support the organisation of key stage and whole school events, visits and trips
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of pupils, in particular Ks1. • To monitor progress against identified School Improvement targets ensuring that follow-up actions are identified. • To be jointly responsible for behaviour management in liaison with the Headteacher and Deputy Headteacher to ensure effective learning. • To support colleagues with pupils with challenging behaviours and liaise with parents. • To ensure that the induction process into KS1 is well planned and effective

Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its values and promote its vision and to encourage staff and children to follow this example. • Attend Governor meetings on a rota with other SLT members. • Support Midday supervisors to manage and support positive lunchtimes.
Leading learning:	<ul style="list-style-type: none"> • To exemplify high quality learning through their own classroom practice. • To be a learner themselves and keen on professional development and extending their skills. • To promote consistency and continuity within their phase. • To promote through example high quality learning within an exciting learning environment, their own classroom should provide an exemplar of this. • To support the creation of a motivating learning environment throughout the school.
Other Specific Duties:	<ul style="list-style-type: none"> • To continue personal development as agreed. • To actively engage in the appraisal process.
	<p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.</p>
	<p>The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.</p>
	<p>The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.</p>
	<p>The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.</p>
	<p>The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.</p>
	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.</p>
	<p>The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.</p>
	<p>It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require business travel on your personal car insurance.</p>

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....