



Hateley Heath Academy
Job Description: Assistant Head Teacher
Manor Multi Academy Trust (MMAT)
Based: Hateley Heath Academy

Duties & Responsibilities of Assistant Head Teacher

Our expectations of our **Assistant Headteachers** (Assistant Head) at Manor MAT to make the education of their pupils their first concern and are accountable for achieving the highest possible standards in work and conduct. To uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; have good subject knowledge; keep their knowledge and skills as a teacher up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Core Purpose

The core purpose of an AHT at Manor MAT School is to strategically drive high quality teaching and learning in the phase they lead, implement high quality curriculum provision and achieve highest standards possible. Experience of leading a Core Subject, also taking on the role of DDSL.

Core Objectives

- To be a member of SLT of Manor MAT School and drive all SIPs and decisions made by the team across the school.
- To have accountability for quality of Teaching and learning, curriculum provision and standards and achievement across phase of the school
- To take a lead role in SSE (School Self Evaluation) within phase providing all staff with high quality feedback and support for them to continually improve.
- To have strategic lead for managing performance of staff within phase
- To have strategic lead of Effective use of TA workforce within phase
- To have strategic lead of Effective transition within year/ phase
- To lead on narrowing gap interventions across the phase
- To ensure termly assessments and statutory assessments are carried out with accuracy following all school and DFE guidelines. To provide assessment of data from a variety of sources to inform planning and use of resources.
- To lead on pupil behavior safety and welfare for all pupils within the phase
- To develop parent partnership across the phase and lead on parental engagement strategies
- To be accountable for compliance in your year group you teach and work in partnership with year group leader in your phase
- To lead in a core subject
- To take on the role of DDSL

Objectives

To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.

To meet the National Standards of excellence for Headteachers as published by the DfE (2015)

To achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

To promote and safeguard the welfare of all children and young people within the School, by ensuring that the School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

Key responsibilities as a member of the Manor Senior Leadership Team:

1. To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children
2. As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
4. To be a member of the Child Protection Team, liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
5. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
6. To support the induction of newly qualified teachers, support staff and student teachers as necessary
7. Take an active role in recruitment of staff, as required
8. To identify Continuing Professional Development needs of staff and lead Inset as necessary
9. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
10. To work with and report to all stakeholders including parents/carers, and governors, as appropriate
11. To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Headteacher and Deputy Headteacher
12. To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
13. To take on additional responsibilities which might arise from time to time

Key responsibilities and duties to lead on interventions to "narrow the gap"

1. As part of the Headship Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
2. To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children's progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

Key responsibilities and duties of Phase:

1. To set high expectations and promote high standards of pastoral, social and educational development across the school
2. To lead, co-ordinate and manage effective learning and teaching across a range of year groups
3. To lead in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum across the year groups
5. To have a significant impact on the educational progress of pupils across the phase
6. To monitor and review impact and identify areas for development across the year group
7. To ensure that creative and stimulating learning environments encourage and facilitate children's development and independence

Key responsibilities and duties of a Subject Leader:

1. To lead, co-ordinate and manage effective learning and teaching across the school
2. To lead, develop and manage the curriculum across the school
3. To have a significant impact on the educational progress of pupils in the curriculum subject
4. To monitor and review impact and identify areas for development across the school

Teaching:

1. To teach children in the MAT age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment
2. To Provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
3. To liaise with parents/carers, providing them with regular updates on their child's learning and progress

This job description will be reviewed regularly and may be subject to modification and amendment after consultation. The Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

General Conditions

It is the intention that the above responsibilities are in accordance with the requirements of the Teachers Pay and Conditions Act, and subsequent orders in terms of duties and working times, also any local agreements guide-lines giving interpretations of Teachers Pay and Conditions of Service.

This job description is subject to annual review; it may be amended only after full consultation with the Deputy Headteacher concerned. It will be signed if agreement is reached.

If, following review and amendment, agreement is not reached the appropriate procedures should be used for the settling of disputes.

Signatures

Assistant Headteacher

Headteacher

Person Specification for Assistant Headteacher

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status 	<ul style="list-style-type: none"> • Good Honors Degree • Any other qualifications relevant to MAT teaching and a leadership role
Experience and Skills	<ul style="list-style-type: none"> • Consistently outstanding teacher (confirmed at all reviews for at least 2 years) • Experience of leading a key issue across our school that has led to improved provision/outcomes and can be quantified or Experience of leading school improvement in another setting that has led to improved provision or outcomes for children. • Experience of leading self-review across a school phase that has led to school improvement. • Excellent interpersonal, communication and organisational skills. • An understanding of the role of Assistant Headteacher as described with the potential to be successful in the role. • Experience and training related to an 	<ul style="list-style-type: none"> • Experience of leading staff development/training. • Experience as a School Leadership Team member. • Experience as a team leader in the performance management of staff. • Proven successful experience of leadership within a MAT school that has led to significant improvement • Experience in the line management of staff. • Detailed knowledge of Health and Safety requirements in schools. • Experience in monitoring and evaluating curriculum delivery. Experience of leading self-review across a school • Experience of budget management.

	<p>aspect of leadership and management.</p> <ul style="list-style-type: none"> • Is able to demonstrate vision and strategic leadership of a school. • Ability to lead and support other staff within the school which impacts on standards and achievements. • Proven success in raising standards at the end of a Key Stage (EYFS/ KS1 or KS2) . • High expectations and standards of achievement and behaviour. • Good knowledge of the Foundation/ National Curriculum. • Thorough understanding of safeguarding children. • An ability to undertake the responsibility of the day to day management of the school, in the absence of the Head/Deputy Head teacher. • The ability to work under pressure and meet deadlines 	
School Ethos	<ul style="list-style-type: none"> • A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children. • Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to all aspects of school life 	
Relationships	<ul style="list-style-type: none"> • An ability to provide a caring, cooperative 	

	<p>atmosphere for children and to create a challenging, disciplined and effective learning environment.</p> <ul style="list-style-type: none"> • An understanding of the need for confidentiality. • An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary. 	
<p>Attitude and Temperament</p>	<ul style="list-style-type: none"> • Positive attitude to teaching and leadership roles and all aspects of school life. • Be proactive in areas of responsibility and have an awareness of whole school issues. • A commitment to school improvement and to developing own professional skills. • A willingness to take on appropriate delegated tasks relevant to the post. • Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times. 	