

## **Job Description Assistant Head Teacher**

### **GENERIC TEACHER ROLE**

- To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- To demonstrate inclusive practice with particular reference to pupils with special educational needs and disabilities (SEND), pupils with additional vulnerabilities and pupils with English as an additional language.
- To actively promote the Trust's values, vision and equal opportunities policies.
- To uphold the Trust's principles and policies which underpin effective practice, high expectations and continuous improvement.
- To contribute positively to the wider life of the school and Trust.

### **JOB PURPOSE AND ACCOUNTABILITY**

- Work with the Head of Campus (HoC) / Headteacher to provide professional leadership which secures school improvement, high quality education and positive outcomes for all pupils.
- Support the HoC / Headteacher to establish and sustain a calm, safe and purposeful culture through consistent relational practice, high expectations and inclusive approaches that enable all pupils to thrive.
- Work with the HoC / Headteacher to develop and implement an engaging and ambitious curriculum that prepares pupils for successful adulthood, further education, employment and independence.
- Support the HoC / Headteacher to ensure the school is a safe, supportive and inclusive environment in which pupils and staff can learn, develop and succeed.
- Demonstrate a strong understanding of behaviour as communication, supporting staff to respond consistently, calmly and effectively to meet the needs of pupils with ASC and SEMH needs.
- Lead through visible presence, coaching and consistent follow-through to ensure agreed approaches, systems and expectations are embedded effectively across the school.
- Support the effective day-to-day operation of the school through the implementation, monitoring and review of agreed systems, procedures and improvement priorities.
- Contribute to school self-evaluation, improvement planning and the implementation of Trust priorities.
- Use school data, monitoring activities and stakeholder feedback to evaluate impact and inform next steps.
- Undertake performance management responsibilities for designated staff.
- Undertake specific areas of responsibility as delegated by the HoC / Headteacher.

### **GENERAL DUTIES AND RESPONSIBILITIES**

- To carry out the duties of the Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.
- To ensure that the Trust vision and values are embedded in all aspects of school life.
- To model professionalism, integrity and high expectations at all times.

Chiltern Way Academy Trust, Church Lane, Wendover, Buckinghamshire, HP22 6NL

Tel: 01296 622157

Email: [office@chilternway.org](mailto:office@chilternway.org)

### **TEACHING, LEARNING AND CURRICULUM**

- Work with the HoC / Headteacher to create and sustain an environment that promotes effective teaching, learning, engagement and positive behaviour.
- Provide consistently strong classroom practice and model effective adaptive teaching strategies for learners with ASC and SEMH needs.
- Support the planning, delivery and evaluation of a curriculum that engages and inspires learners.
- Ensure there are personalised learning opportunities, and an inclusive curriculum offer that supports pupil progress and achievement.
- Support the maintenance of effective teaching and learning through:
  - Coaching and mentoring staff and sharing effective practice.
  - Monitoring teaching and learning to support staff development and improve outcomes.
  - Monitoring planning, assessment and learners' work.
  - Analysing pupil progress and wider school data to inform improvement priorities.
  - Supporting staff to implement consistent classroom routines, expectations and adaptive approaches.
- Support the development of literacy, communication, independence and preparation for adulthood across the curriculum.

### **LEADERSHIP AND MANAGEMENT OF STAFF**

- Act as a positive role model to staff, maintaining high professional standards and high levels of care.
- Establish and maintain effective communication systems with teaching staff, support staff and wider stakeholders.
- Lead and contribute, as required, to staff professional development, coaching and CPD.
- Support a culture of professional accountability through clear expectations, constructive challenge and supportive coaching.
- Coach and support staff to develop confidence in relational practice, adaptive approaches and consistent responses to behaviour.
- Hold others to account in respect of professional conduct, implementation of agreed systems and professional responsibilities.
- Undertake performance management responsibilities for designated staff and support other leaders in delivering effective appraisal processes.

### **OPERATIONAL LEADERSHIP**

- Work with the HoC / Headteacher to support the effective organisation of staffing, timetables, routines and resources to ensure safe and efficient day-to-day operations.
- Ensure delegated responsibilities are followed through effectively and evaluated for impact.
- Support the implementation and review of school systems and procedures to promote consistency across the school.
- Contribute to maintaining high standards of presentation, organisation and readiness for learning across the school environment.

### **PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE**

Work with the HoC / Headteacher and staff team to ensure pupils are:

- Safe, supported and included.
- Confident and self-assured.
- Proud of their achievements and their school.
- Supported to regulate, engage and succeed.
- Respectful, considerate and ready to learn.
- Prepared for adulthood, independence and positive future destinations.

Support the development of a positive and inclusive environment in which pupils feel safe, valued and able to thrive socially, emotionally and academically.

Promote high expectations for attendance, engagement, conduct and participation in school life.

### **SAFEGUARDING**

- Promote a strong safeguarding culture by ensuring safeguarding responsibilities are understood, consistently applied and acted upon in line with Trust policies and statutory guidance.
- Work collaboratively with safeguarding teams and external agencies to support the welfare and safety of pupils.
- Maintain appropriate professional boundaries and act in the best interests of pupils at all times.

### **ACCOUNTABILITY AND COMMUNICATION**

- Ensure effective communication with pupils, parents/carers, staff, Trustees and external agencies.
- Ensure parents/carers and pupils are appropriately informed about school provision, progress and curriculum developments.
- Present clear and accurate information regarding school performance and improvement priorities to a range of stakeholders including Trustees, Local Authorities, Ofsted and external professionals.
- Be accountable for delegated areas of school performance and improvement.

### **TRUST CONTRIBUTION**

- Work collaboratively with colleagues across Chiltern Way Academy Trust to share effective practice and contribute to wider Trust improvement.
- Support and contribute positively to Trust priorities, developments and collaborative working opportunities.

Undertake any professional duties reasonably delegated by the HoC / Headteacher.

All staff are expected to uphold the Trust's principles and policies which underpin effective practice, safeguarding, inclusion and the raising of standards across the school.

### **SAFEGUARDING CHILDREN**

Chiltern Way Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.