

Job Description

Assistant Head Teacher

GENERIC TEACHER ROLE

- To carry out the duties of a school teacher 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 good inclusive practice with particular reference to children with special educational needs, more able children, and children with English as an additional language.
- To be committed to and actively promote the school's equal opportunities policy.
- To uphold the school's principles and policies which underpin good practice and the raising of standards.

JOB PURPOSE

Section 1 - Job purpose and accountability

- Work with the Headteacher to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its learners and improved standards of teaching.
- Work with the Headteacher to ensure that our Academy has a calm, safe, and purposeful culture.
- Work with the Headteacher in the development of an innovative, creative curriculum that meets our need to motivate our learners and provide them with future sustainable employment.
- Support the Headteacher to ensure the school is a safe and happy environment in which students and staff can learn and thrive.
- Performance management of teachers.
- Specific areas of responsibility as clearly delegated by the Headteacher.

General duties and responsibilities:

To carry out the duties of the Assistant Headteacher as set out in the School Teachers Pay & Conditions Document.

To ensure that the vision and mission are embedded in everything we do.

Teaching and Learning

Work with the Headteacher to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning.

Provide a model of good to outstanding teaching and be able to coach and share that expertise with colleagues.

Support planning and designing a curriculum that motivates our learners and leads to sustainable employment.

Ensure there are personalised learning opportunities and success through a differentiated curriculum offer.

Support the maintenance of effective teaching and learning by:

- Coaching and mentoring, sharing best practice.
- Observing teaching and learning in order to support and develop colleagues to meet personal and professional targets.
- Monitoring planning and learners work.
- Analysing pupil progress using tracking systems to set targets and inform school improvement.

Leading and managing 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, support and all other staff.
- Lead and contribute, as required, in the professional development of staff, providing support and leading JPD.
- Hold others to account in respect of their professional behaviour and competencies.
- Performance management responsibilities for specific teachers and ensuring other line managers are trained to deliver successful PMR to others.

Efficient and effective deployment of staff and resources

- Work with the Headteacher to organise staffing and timetables to ensure effective and efficient teaching strategies and achieve the goals of the School Improvement Plan.

Personal Development Behaviour and Welfare

Work with Headteacher and staff team to ensure our learners are;

- Confident and self-assured.
- Proud of their achievements and of their school.
- Well behaved and considerate of others.

Accountability

Effective communication

- Ensure that parents and learners are well informed about the curriculum and ensure that channels of communication are used effectively within the school.

Advice to the Trust Board

- Provide information, objective advice and support to the Trust Board to enable it to meet its responsibilities.

Be accountable for school performance

- Present a clear and accurate account of pupil performance for a range of audiences including Trustees, the LA, OFSTED and others.

Undertake any professional duties reasonably delegated to the post-holder by the Headteacher. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.

Safeguarding Children

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.