

**ASSISTANT HEADTEACHER**

<i>Salary Grade:</i>	<i>L3 – L7</i>
<i>Contract Type:</i>	<i>Permanent</i>
<i>Working Hours:</i>	<i>32.5 hours per week</i>
<i>Location:</i>	<i>As vacancy</i>
<i>Reporting to:</i>	<i>Headteacher of Academy</i>
<i>Key Relationships:</i>	<i>Headteacher, Senior Leadership Team, Academy Staff, Estates Staff, Core Service Team Members, Parents, Visitors and Pupils</i>

This is an exciting, yet challenging and important post requiring a teacher of the highest calibre. The successful candidate must have the ability to support and work with the Senior Leadership Team in all aspects of school improvement. This role carries significant responsibility; therefore, those that are appointed are expected to make positive contributions to the school.

**Main Duties and Responsibilities**

- Whole School Development
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school
- Actively support the Senior Leadership Team and staff in the promotion and achievement of the aims and objectives of the school
- To take a leading role in raising standards, improving quality of teaching and staff development
- In partnership with the Senior Leadership Team, monitor the quality of teaching and children's progress and attainment.
- To support the Senior Leadership Team to manage the day-to-day organisation.
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school.
- Report to Academy Champions as appropriate and when directed.

**General Duties and Responsibilities**

- To work in close collaboration with the Senior Leadership Team in whole school development
- Act as "critical friend" and provide effective professional challenge and support to the Head of School.
- To assume responsibility for particular aspects of the school's functioning.
- To play a significant role in partnership with the Senior Leadership Team in reviewing whole-school policies and practice.
- To play a full part in developing further equal opportunities in the school.
- To promote a positive image of the school and the achievements of its pupils.
- To deputise for the Headteacher in the day-to-day management of the school as required.
- To share the responsibility with the Headteacher for the safety of the children.



- To support the development of behaviour for learning, including the implementation of the school's behaviour policy

### **Teaching and Learning**

- Exemplify and share best practice across the school
- Lead on the quality of Teaching & Learning throughout the school.
- To model and team teach alongside colleagues to develop highly effective practice, such as effective interactive teaching, modelling new concepts, classroom management, discipline.
- Model positive behaviour management and Restorative Approaches to managing conflict
- Mentor, coach and support new or under-performing members of staff.
- To monitor all aspects of the curriculum with the Senior Leadership Team
- Assisting staff in achieving high standards to fulfil their teaching obligations, by: Teaching all pupils so that they can achieve their potential.
- Assessing, recording and evaluating the development and progress of children.
- Marking work, giving feedback and encouraging good levels of response.
- Developing and maintaining a positive relationship with parents which involves them actively in the classroom and in the learning process.
- Participating in year group planning and staff meetings.
- Contributing towards the developments, establishment and implementation of the whole school policies.
- Undertaking in-service training for further development as a teacher.
- To initiate new ideas and to encourage development in curriculum content, organisation and methodology.

### **Staff Management and Development**

- To assist in the recruitment, selection, induction and development of all staff
- To demonstrate a commitment to his/her own continuing professional development and that of all staff.
- To be involved in assessing the professional development needs of staff.
- To induct, mentor and coach identified members of staff to maximise impact on effective teaching and learning.
- To be involved in planning, implementing and evaluating a broad and balanced curriculum.
- As a member of the Senior Leadership Team, share whole school responsibility for the pastoral care of pupils and staff.
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale.
- Encourage the practice of working as a team.

**Leadership Responsibilities**

- To be actively involved in the ongoing School Development Plan and arrangements for its evaluation in terms of its effect on school improvement and raising standards.
- To support the Headteacher in the performance management and appraisal of staff.
- To work in partnership with the Senior Leadership Team in developing appropriate management structures in the school
- To undertake regular assemblies.
- To play a full part in developing further and enhancing relationships between the school, parents, external agencies and the local community.

**Administrative Responsibilities**

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children or families.
- Ensure that you remain up to date on developments and issues with regard to the safeguarding, leadership, management and curriculum of the primary school.
- Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties, including deputising for the Headteacher in their absence.