



JOB DESCRIPTION

Post Title: Assistant Head Teacher Achievement and Progress **Grade :** L7-10
Responsible to: Head Teacher

Responsible for:

Main purpose of the job:

The appointment is subject to the current conditions of employment for Assistant Head Teacher's contained in the School Teacher's Pay and Conditions Document, The Education Act 2002, the required standards for Qualified Teacher Status and any other current legislation. This job description may be amended at any time, following discussion between the Head Teacher and the Assistant Head Teacher, to reflect changes in the job commensurate with the salary and the job title and will be reviewed annually.

The tasks and duties below are in addition to the normal requirements of a class teacher. The Assistant Head Teacher is also expected, as an essential part of their responsibilities to:

- Lead on a curriculum area across the school, ensuring that opportunities for literacy and numeracy are exploited and subsequently embedded across the curriculum.
- Establish and implement systems to monitor progress and identify gaps in achievement.
- Reduce disadvantage through identifying trends and areas for development, DHT (SENCo) to develop strategies and whole school initiatives to address underachievement.
- Work collaboratively with the senior leadership team in the school and across the Trust to continually review and seek improvements on our provision.
- Contribute to the coaching and learning culture of the school as a leader.
- Take responsibility for a year group and act as the first point of contact for advice and guidance for class teachers in that area as well as the next level of escalation for concerns.
- Lead on data collection and analysis.
- Develop reporting systems to parents / carers and QA the quality and accuracy of communication.
- Lead on the reporting and analysis of data to trustees and governors through the completion of KPI reports and the school data dashboard.
- Support the operational management of the school in the absence of the Head Teacher and Deputy Head Teacher when both are otherwise engaged or off site.
- Responsibility for teaching a class (80% teaching commitment).
- Contribute to the overall vision of the Trust.
- Maintaining professional boundaries at all times and observing / upholding the values and ethos of the Trust.

Duties and Responsibilities:

Strategic direction and development of the school – in cooperation with and under the direction of, the Head Teacher, to:

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Uphold through own behaviours and communication the Trust mission of “Excellence Every Day”, the vision and school values, addressing issues as they arise and setting the school culture.
- Develop effective ways of working by building strong and cohesive relationships within the school and wider leadership team.
- Support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it as well as any self-evaluation processes.
- Support all staff in achieving the priorities and targets which the school sets for itself; and to provide them with support and guidance in implementing schemes of work.
- Support the evaluation of the effectiveness of the school’s policies and procedures.
- Ensure that parents/carers are well informed about their child’s progress and reports are accurate and informative.

Teaching and Learning – to:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provided a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.
- Take responsibility for monitoring and analysing school data and working with the senior leadership team in raising achievement.
- Analyse trends and variances between groups to inform strategic planning and targeted teaching to close gaps in attainment.
- Coordination of the Raising Achievement meetings and communication with staff of data related to their children and classes.
- Support the inclusive agenda in the school.
- Develop and quality assured reporting mechanisms for parents.
- Support the development and use of technology to support teaching and learning.

Leadership and Management

- Share responsibility as part of the overall school leadership for the running of the school on a daily basis, including safeguarding, attendance, behaviour, the learning environment, management of risk and the timetable.
- Work as a member of SLT in developing positive working relationship with and between all staff and provide and sustain motivation; through modelling good practice and giving clear leadership direction.
- Contribute to the professional development of staff, including the delivery of training and leading of meetings.
- Lead on progress and attainment and provide reports to different audiences including local governors and trustees.

- Lead groups of staff in developmental activities, with particular focus on understanding data and using this to shape in-class interventions.
- Contribute to the performance management process as directed by the Head Teacher in the implementation of the school's performance management policy, including addressing poor performance or conduct issues in a timely way and aligned to policy.
- Be open and willing to share / demonstrate outstanding teaching as part of the Trust ambition to coach and develop colleagues across our schools.
- To take responsibility for a class as the designated Class Teacher.

Effective deployment of staff and resources – to:

- Contribute as part of SLT in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Contribute to SLT in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- Lead on focus or cross-curricular days or events in relation to equality, diversity and inclusion.

General – to:

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Act as "critical friend" and provide effective professional challenge and support as part of the SLT.
- Provide information and advice and produce reports to the Head Teacher and Local Advisory Committee and support proper accountability processes throughout the school.
- Undertake further Leadership and Management (inset) as necessary leading to further development.

Standards and Quality Assurance

- Set an excellent example in terms of dress, punctuality, attendance and behaviour.
- Attend and participate in open evenings, performances and other school activities outside the normal school opening hours.
- Attend leadership meetings, staff meetings and staff training opportunities.
- Ensure that all staff recognise their role as part of a team where high expectations are the accepted norm.
- Develop links with Governors, Trustees, the Local Authority, other schools and the community in general.
- Ensure all communication systems are used to maximum effect.
- Monitor the quality of all staff training opportunities.
- Utilise systems to monitor both real and perceived impact from different stakeholders.
- Utilise systems for collection and analysis of data to inform future planning.

Other areas of responsibility

- The post holder will also undertake any other duties commensurate with the duties/ responsibilities/ grade of the post requested by the Head Teacher.

Signed by:

Post holder:

Date:

Line Manager:

Date:

Last review date

November 2022

Next review date

November 2023

The assistant head teacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and procedures including the use of digital platforms for recording and reporting within acceptable timescales. The teacher will also be expected to adhere to the staff code of conduct and the Staff Handbook.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description may be amended at any time in consultation with the postholder.



PERSON SPECIFICATION

Qualifications and experience

- Qualified Teacher Status (QTS/ QTLS)
- Further relevant professional development
- NPQH/ NPQSL or willingness to study towards this award

Skills and knowledge

- Has successful management experience within an educational setting
- Can demonstrate confidence and understanding of operational management.
- Show a clear philosophy and commitment to developing pupils with social and emotional learning
- Understands the process of learning and its application to support whole child development
- Has evidence of being an excellent practitioner in engaging and motivating pupils
- Can show a clear understanding of assessment and its impact on whole pupil development
- Can liaise effectively with parents, staff and other professionals
- Has implemented and lead staff through new initiatives
- Has taken responsibility for monitoring and reviewing performance of staff
- Has understanding and commitment to the implementation of equal opportunities
- Has been involved in delivering training to a variety of audiences
- Has managed change effectively supporting others through the process
- Has been involved in planning and delivering areas of the curriculum beyond their specialism
- Understanding of the use of data
- Knowledge of management information systems.
- Experience and/or understanding of enrichment and extended opportunities to support whole child development

Personal qualities

- Has the resilience to cope under a range of pressures
- Has an energy and passion about developing children and young people.
- Willing to embrace change and new challenges
- Able to articulate confidently and effectively to a wide variety of audiences
- Has the confidence, enthusiasm and knowledge to lead staff towards a common goal
- Able to resolve issues in a creative, innovative and motivational way
- Has a good sense of humour and can laugh at self!
- Able to make effective decisions and delegate appropriately