Beechwood Primary School

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Head teacher: Miss Sarah Curtis

JOB DESCRIPTION

Assistant Head Teacher

Job Title/Post..... Assistant Head Teacher

Responsible to ..... The Head Teacher

Responsible for:

- The education and welfare of a designated class/group of children within the school in accordance with the requirements of the Conditions of Employment of School Teachers, as provided for under the School Teachers Pay and Conditions Document, having due regard to the National Curriculum, the school's School Development Plan and policies adopted by the Governing Body.
- Direct Line Manager for teachers in either EYFS, KS1, Lower KS2 or Upper KS2, plus overall responsibilities for all relevant phase staff (support staff).

Core Purpose:

- To lead the development of English or mathematics across the school.
- To ensure English/mathematics has a high profile within the school community.
- To oversee the planning of English/mathematics across the school.
- To ensure the assessment system for English/mathematics is rigorous, accurate and fit for purpose.
- To analyse the data related to whole school English/mathematics, report on this data to the SLT and governing body and identify next steps.
- Lead the development of CPD in relation to English/mathematics.
- Provide opportunities for parents to engage in English/mathematics through open events, workshops etc.
- Alongside the SLT, lead and evaluate teaching and learning across the school.
- To set the standard for other members of the team in areas of teaching practice and operational standards (e.g. behaviour management).
- To foster positive staff participation, effective communication and a feeling of team spirit and cooperative working.

In addition, you are required to undertake the following responsibilities which may or may not be included in the above:

Teaching and Learning

- Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- To be responsible to the Head Teacher for leading the work of the phase, supporting and advising where appropriate.
- Support teachers in the development and implementation of curricular initiatives.
- To monitor the quality of teaching and learning across alongside the SLT, in line with school policy. This will include data analysis, lesson observations, 'drop-ins', monitoring of short and medium-term planning and scrutiny of pupils' work.
- To liaise with other members of the SLT to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils from either EYFS, KS1, Lower KS2 or Upper KS2.
- Ensure planning is effectively carried out in KS2 and ensure pupils' individual needs are being met.
- To monitor the standards of behaviour within the school and prepare reports for governors.
- Set appropriate expectations for all staff in:
    - standards of pupils' achievements
    - Setting clear targets for improving and sustaining pupil progress
    - the quality of teaching and learning
    - delivering agreed policies and guidelines
- Supporting staff to meet Appraisal targets in KS2.

Recording and Assessment

- Have input into the target setting process for raising achievement for pupils across the school in either English or mathematics and in all subjects in KS2 and feedback to the Head Teacher and Governors.
- Monitor the outcomes from pupil progress meetings in KS2 and ensure outcomes are pursued.
- Contribute to data reports as necessary.

Leadership

- Support the Head Teacher/Deputy Head Teacher in providing a clear vision and direction for the development of the school.
- Taking a leading role in specific project(s) to be decided with the Head Teacher.
- Lead the performance management process of support staff across the school.
- Contribute to Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP.
- Support the Deputy Head Teacher when they take responsibility for the management of the school in the absence of the Head Teacher.
- Attend Leadership Team meetings as required, and report back to staff when necessary.
- Be a strong advocate for change and champion school improvement.
- Convey a positive "can do" attitude, motivate and inspire staff and present a 'united front' to secure successful outcomes of school initiatives.
- Establish good relationships, encourage good working practices and support teachers.
- Support the Appraisal process as required and use the process to develop personal and professional effectiveness.

- Plan, organise and chair phase and staff meetings as appropriate in order to ensure school policies and practices are being implemented.
- Take responsibility for the effective performance of teaching assistants timetabled within the phase.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Liaise with the Governors, when appropriate.
- Attend and participate in open/parent evenings.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training.
- Participate in Continuing Professional Development.
- Attend team and staff meetings.
- Develop links with Governors, LAs, relevant professionals and neighbouring schools.

People and relationships

- Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
- Encourage moral and spiritual growth and civic and social responsibility amongst pupils.
- Lead/Manage innovation and change.
- Work collaboratively.
- Manage and develop effective working relationships with all staff in the school.

Human and material resources and their development and deployment

- When required, lead the professional development of all staff through example, coaching, peer support and target setting.
- Contribute to the audit of staff development and training needs and the provision of effective INSET.
- Ensure support and training during the induction of new staff.
- Ensure the school environment effectively promotes excellent teaching and learning, good behaviour and discipline and pupils' spiritual, moral, social and cultural development.

Other Duties and Responsibilities

In discussion with the Head Teacher, from time to time, there may be the need to undertake additional tasks in line with this job description and in keeping with the seniority of the role.

Signed ..... (Post holder)

Date .....

Signed ..... (Head Teacher)

Date .....