

**Position: Assistant Headteacher**

**Salary: L7-L13**

**Responsible to: Headteacher**

**Core Purpose:**

To meet the school’s aim:

***“Energy for Learning, Life and the Environment”***

**Overall responsibility**

The fundamental task of the Assistant Head is to provide high quality classroom teaching and learning and to monitor teaching and learning across a Key Stage 2 phase and oversee a core aspect of the curriculum.

This job description should be implemented along with the following documents

Qualified Teacher Status Standards

**Key Accountabilities**

**Strategic direction and development of learning**

* To contribute to the development of the school’s aims and policies and promote actively their implementation.
* To contribute to the development of the Soke Education Trust and its ethos, vision, aims and objectives.
* To contribute to the development of the whole school strategic improvement plan and the self-evaluation.
* To create a development plan for the phase
* To monitor the effectiveness of the ‘Teaching over Time’ record and take effective and timely action to improve gaps across the phase, including where appropriate coaching of individual teachers
* To analyse the effectiveness of the work of staff, and make the maximum use of their talents, skills and interests
* Conduct performance management and appraisal of identified school staff including teachers and contribute to support staff.
* To keep abreast of educational practice and organisation through in-service courses, school visits and professional reading and to stimulate and encourage the professional development of colleagues.
* To have general oversight of the day to day running of the phase, and to advise the Headteacher on needs and maintain resources.
* To take overall responsibility for setting targets with the Headteacher for pupil progress. Conduct Pupil Progress meetings to monitor school effectiveness and feedback to the Leadership team to develop the Improvement Plan and self-evaluation
* To oversee the administration of end of Key Stage assessments, analyse and monitor results with phase leaders and report back findings to the Headteacher
* To monitor formative and summative assessment processes and take effective and timely action.
* To monitor the impact of team meetings and the deployment of staff over the phase.
* To contribute to the selection and recruitment process for new teachers.
* To lead the induction of new teaching staff
* To assist the Headteacher in carrying out threshold assessments of other teachers for whom you have management responsibility.
* Lead the implementation of capability proceedings alongside the Headteacher
* Take such part as may be required of you in the review, development and management of activities related to the curriculum, organisation and pastoral functions of the school
* To support Classteachers to build parent relationships and to deal effectively with issues as they arise.
* To track, analyse and monitor behaviour systems and support class teachers where needed to improve outcomes for children
* Use school data to plan, oversee and monitor appropriate budget allocations in liaison with the Headteacher and Operations Manager.
* To review methods of teaching and programmes of work
* Participate in arrangements for your further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in the annual statement of objectives;
* To maintain good order and discipline among the pupils and safeguard their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
* To effectively support all children and families who are involved in racist or homophobic incidents.

**Phase responsibilities - teaching, learning and assessment**

* Where strategically appropriate, take responsibility for leading learning in classrooms in the phase; planning and teaching sequences of learning for children
* To promote excellent opportunities for learning across the identified year groups.
* To support planning and assessment activities across the phase.
* Identifying ‘focus’ groups where additional support is needed.
* Twice a year conduct Parent Conferences, either jointly with the classteacher, for children who the leadership team have identified as needing additional involvement
* To support and encourage staff in implementing agreed guidelines, and to ensure good classroom practice across the School.
* Plan and prepare lessons alongside teachers;
* Assess, record and report on the development, progress and attainment of pupils;
* Promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to you;
* Provide guidance and advice to pupils on educational and social matters and make relevant records and reports;
* Make records of and reports on the personal and social needs of pupils;
* Communicate and consult with the parents of pupils;
* Communicate and cooperate with persons or bodies outside the school;
* Participate in meetings arranged for any of the purposes described above;
* To monitor and produce assessment objectives for the phase.
* To maintain the morale of staff, fostering cooperation, confidence and good will, and supporting newly appointed or less experienced colleagues, and classroom assistants working in the phase.
* To ensure the maintenance of appropriate records in accordance with children’s needs and school policy.

**Managing own performance and development:**

* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
* Engage in research to inform own practice.

**Additional responsibilities and general requirements:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher.
* Show commitment to the school and Trust, its inclusive ethos and equal opportunities for all in the school and Trust community, opposing strongly any form of discrimination.
* Collaborate with colleagues from across the Soke Education Trust as appropriate.

**Work context**

* To work in the school, make home visits and provide occasional support on the playground or on trips
* To be prepared to work with a small minority of children who can at times be challenging and display verbal and physical behaviours which are difficult.
* To be prepared to occasionally be exposed to bodily fluids when dealing with children who are unwell or need support with their personal hygiene

**Safeguarding**

* To ensure an environment that safeguards all pupils
* Encourage good practice by promoting and championing the child protection policy and procedures
* Respond appropriately to disclosures or concerns which relate to the well-being of a child, following school policies at all times.
* Attend and participate in relevant training, sharing the knowledge and ideas gained with colleagues
* To read and keep up to date with changes to school policies and DfE guidance

This job description may be amended at any time after discussion with you, but in any case will be reviewed at the beginning of each new school year.