**Job Description**

Post title: Interim Assistant Head teacher (Class – based) with responsibility for Teaching and Learning

School: St George’s C of E Academy Newtown B19 3QY

Pay range: AHT L5 FTE Salary range L5

Contract type: Fixed Term till until 31st December 2024

Line manager: The Head Teacher and the Local Academy Board

Responsible for: Teaching and learning

**Summary**:

To work with senior leaders in all aspects of leadership and management and to take responsibility for managing and developing teaching and learning, curriculum and enrichment throughout the school.

# General Responsibilities

The Interim Assistant Headteacher is to take a central role in assisting the Leadership Team and Governing Body to develop our school in accordance with its shared values and our school development plans.

The Interim Assistant Headteacher is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader, with a particular focus on teaching and learning and assessing pupils’ progress and a key person in the senior management team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Interim Assistant Headteacher as defined in the Teachers’ Pay and Conditions Document.

# Specific Responsibilities

The Interim Assistant Headteacher will teach classes and model good practice across the school, develop relationships, support training and development and ensure ‘quality first teaching’ is embedded across all phases of the school.

The Interim Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children through careful monitoring and holding staff to account for the progress their pupils make.

The Interim Assistant Headteacher will be a model professional, setting an excellent example to all staff. They will work in close partnership with the Leadership Team in actively promoting enrichment and achievement through building effective working relationships with stakeholders. They will work with the Leadership Team to ensure that the school offers a high quality, engaging and well -matched curriculum for all children.

**Leadership and Management:**

* Support the Headteacher in the effective day-to-day management of the school and school community including recruiting and inducting staff, leading assemblies and staff meetings and responding to the views, needs and requests of children, staff, parents, governors, and visitors.

* Work with the Leadership Team, staff and governors in the development, implementation and review of school improvement plans, including regular monitoring and evaluation of standards and quality of provision.

* Work with the staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.

* Work with the Senior Leaders in the school’s achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in assessments including those at the end of each key stage.
* Take a prominent role within the leadership team, with a special focus on enhancing teaching and learning to improve pupil outcomes. This involves leading in Assessment for Learning (AfL) and all aspects of national and local assessment and reporting requirements, ensuring the school effectively assesses and monitors the progress and achievements of all children.
* Support the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school. They will be required to ensure all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.

* Work as part of the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.

## Teaching and learning

* Determine, organise, and implement a diverse, flexible curriculum and implement an effective assessment framework.

* Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within their phases. Provide and promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.

* Establish creative, responsive, and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning.

* Monitor the effectiveness of teaching and learning including teachers’ planning, monitoring, book looks and triangulations. This is clearly communicated with staff.

## Other duties and responsibilities

Any other duties that senior leaders may from time to time ask the post-holder to perform.