



## **Qualifications and Training**

1. Qualified teacher status with DfE recognition
2. Aspirational and committed to own professional development

**Job Purpose:** The Assistant Head Teacher will work in partnership with the Head Teacher to secure Elizabeth Selby Infant School's success and improvement, ensuring high quality education for all its pupils and high standards of learning and achievement for all.

## **The main responsibilities for this post are:**

- Take a major role in the day-to-day running of the school
- Support the Headteacher, Business Manager and Governors in annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan
- To liaise with the governors, when appropriate, to facilitate their overview of school management
- To support the Headteacher with the planning and organisation of staff meetings
- To assume responsibility for the leadership of the school in the absence of the Head-teacher
- Manage the school's lunchtime arrangements along with other senior teachers
- Assist with the appointment and induction of new staff and provide monitoring and support for ECT's and students as necessary
- To line manage all support staff ensuring high standards that promote the schools aims and values
- To support, develop and coach teaching and learning across KS1 and EYFS, so that the school has a consistently good or better teaching
- To lead on attendance matters maximising pupil attendance
- To be the school's EVC leading on all aspects of school visits
- To monitor and evaluate pupil achievement and attainment throughout the school and have the ability to demonstrate impact through the use of data
- To co-ordinate workshops across the school and support teachers in maximising parental engagement
- To support SLT in maintaining a vigorous approach to safeguarding
- Contribute to a positive ethos for learning
- Promote the values and achievements of the school to the community
- Undertake such reasonable activities as the Head Teacher and Governors may require from time to time

## **Strategic leadership**

- Working with the Head Teacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context
- Maintain an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by children.
- Present a coherent and accurate account of pupil performance and self-evaluation evidence in a form appropriate to a range of audiences, including governors, the LA, the local community, Ofsted and others, to enable them to play their part effectively.
- Lead by example, provide inspiration and motivation. Embody for the children, staff, governors and parents the vision, purpose and leadership of Elizabeth Selby Infant School
- Ensure that all teaching staff are committed to the school's aims, and are accountable in meeting long, medium and short-term objectives to secure school improvement, and targets which secure the educational success of all pupils.

- Ensure the safeguarding of all pupils.

### **Teaching and planning pupil learning**

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Work in partnership with the Leadership Team to ensure the implementation of a climate and code of conduct which promote and secure good teaching, effective learning, high standards of achievement, good behavior and discipline throughout the school.
- Work in partnership with the Leadership Team to monitor and evaluate the quality of teaching and standards of learning and achievement of pupils in, including those with special educational needs and children in receipt of pupil premium in order to set and meet challenging, realistic targets for improvement.
- Support the work of the SLT on developing whole school curriculum innovation so that pupils' learning will help prepare them for the future
- Support the development of the curriculum by leading on a subject area as required
- Carry out teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include, as required:-
  - Taking full responsibility for teaching a class;
  - Providing cover for absent colleagues or those released for professional development;
  - Providing in-class support for colleagues through demonstration lessons;
  - Teaching booster or 'catch up' groups.

### **Managing and developing staff and other adults**

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- Maximise the contribution of staff across the school to improve the quality of education provided and standards achieved
- Lead professional development of staff through example, creating strong team work.
- Support the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise where appropriate.
- To lead in Performance Management of all staff and to be responsible for NQT assessments and inductions
- To lead teaching assistants training and development
- In consultation with, and by the direction of the Head Teacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of supply staff and teaching assistants deployment

### **Planning and setting expectations**

- Assist the SLT in leading and managing the creation and implementation of a strategic plan, with particular emphasis on improving the quality of teaching, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, and securing school improvement.
- Support the school's development as a Rights Respecting school, upholding the values and ethos associated with this status
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Have high expectations of all pupils and staff

### **Assessment and evaluation**

- To work with the Leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action as necessary.
- To contribute to the School Evaluation Form
- Work with other lead professionals to ensure the use of comparative data, together with information technology about pupils' prior attainment, to establish benchmarks and set targets for improvement.

**Relationships with parents and the wider community**

- To support families with the induction and well-being of their child when they arrive
- To work with staff to ensure that parents are well-informed about their child's attainment and progress
- To work with staff to develop an effective partnership with parents and help them understand how they can support their child's learning and personal development
- Develop effective relationships with the community to extend the curriculum and to enhance teaching and learning.
- To work in partnership with other schools and organisations, building on existing partnerships and supporting the development of new partnerships

	<b>Essential</b>	<b>Desirable</b>
<b>Professional Qualifications</b>	Qualified Teacher Status	
	Good Degree or Equivalent	
	Evidence of further professional development	
<b>Knowledge &amp; Understanding</b>	Substantial primary teaching experience	Experience of leading and managing whole school developments in teaching & learning and raising standards of attainment and achievement across the school
	Experience of whole-school curriculum management leading to school improvement	A good understanding of the requirements of transition between key stages and a willingness to engage with KS2
	Excellent classroom practitioner	
	A strong commitment to inclusion with high expectations for all learners	
	A strong understanding of interpreting data and an ability to use data improve standards and meet the needs of individuals and vulnerable groups	
	Able to talk about characteristics of effective primary teaching and learning strategies used to raise pupil attainment and achievement	
	Good understanding and use of assessment, including target setting and tracking	
	Understanding of effective techniques and policies for behaviour management	
	Knowledge and experience of up to date developments in IT and E-Learning for teaching and management purposes	
<b>Leadership and Management</b>	Senior leadership and management experience	Experience of planning for change, development and improvement
	A good understanding of whole school issues	Experience of whole school self review and evaluation
	The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community	Knowledge of the role of Governors
	Ability to set & meet challenging targets, for pupils and the school, and to enable others to do this	
	Ability to analyse, prioritise and meet deadlines	
	Experience of conducting staff induction, mentoring and performance management	
	Able to demonstrate leadership qualities and people management skills	
	Able to motivate, promote good relationships and effectively communicate with all stakeholders	
	Experience of having led whole school initiatives	
	Commitment to supporting community/external agencies involvement in school	
	Commitment to safeguarding and promoting the welfare of children	
<b>Personal Qualities</b>	Creative, enthusiastic and proactive, keen to embrace new ideas and challenges	
	Approachable, caring and empathetic	
	Works well as part of a team	
	Flexible, listens and is prepared to seek advice and support	
	Committed to continuing professional development for self and others	
	Committed to active parental involvement	
	Able to deal sensitively with people and resolve conflict	