



## **Job Description**

### **Assistant head teacher**

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#### **1. JOB PURPOSE**

- To teach and undertake the professional responsibilities of a teacher in accordance with the school teacher's pay and conditions document, ensuring the progress and wellbeing of all students alongside the Deputy Head and Head Teacher.
- To provide leadership and management as part of the school's Senior Leadership team. To work with colleague to ensure the continual improvement in the quality of teaching and learning.
- To provide leadership and management to teaching and support staff across the school in order to ensure the continual improvement in the quality of teaching and learning across the school.
- To provide leadership in specific curriculum areas or aspects of school provision as agreed with the Head Teacher.
- To assist the Head Teacher and Deputy Head Teacher in the effective day to day management of the school.
- To actively promote the aims and ethos of the school.

#### **2. MAIN DUTIES AND RESPONSIBILITIES**

##### **Teaching and learning**

- To carry out teaching duties providing a model of excellence for colleagues.
- Be responsible for the care of pupils supporting staff in prompting self-discipline and positive behaviour in accordance with the school's ethos, values and behaviour policy.
- Take responsibility for the development and monitoring of the curriculum provision, liaising appropriately with subject leaders, class teachers to ensure effective outcomes.
- Celebrate student achievement and promote the values of the school both in the classroom and through the planned leadership of collective worship.
- Lead curriculum areas as agreed with the Head Teacher.

##### **Strategic direction and development of the school**



- To provide leadership and management to teaching and support staff in order to improve the quality of teaching and learning.
- Maintaining an informed judgement of the quality of teaching and learning across the school, through analysis of pupil progress data, lesson observations, work scrutiny and monitoring of planning in liaison with the Head Teacher and Deputy Head Teacher.
- Providing a strategically planned programme of support to individuals and teams through. E.g.:
  - Team teaching
  - Modelling lessons
  - Supporting weekly / daily team planning
  - Facilitating the sharing of outstanding practice
  - Observing colleagues and providing feedback
  - Planning and implementing relevant professional development for individuals and teams
  - Promoting the effective use of Assessment for learning
- Ensuring consistency of work across the school within school policies.
- Participate in developing a strategic view for the school which supports the vision, ethos and policies of the school. Be able to promote senior leadership team, staff and governors.
- Support the creation and implementation of the school improvement plan and to take responsibility for delegated aspects of it.
- Understand school priorities and support these by the effective deployment of staff and distribution of resources to meet the objectives of the school.
- Use national, local and school management data effectively to monitor standards.
- Monitor the progress made towards achieving plans and targets and use the information to plan future developments.
- Work in partnership with others to ensure that parents / carers are well informed about the curriculum, targets, children's progress and attainment within the department.
- To keep abreast of current educational thinking and government and LA initiatives and contribute to the Senior Management Team with regard to suggested best practice.

### **Leadership and Management**

- Support the Head Teacher in developing positive working relationships with and between all pupils and staff across the school.
- Responsible for the supervision of some staff as agreed by the Head Teacher.
- Manage staff in using the performance management process and systems and recommend performance related pay increases.
- Support the organisation of cover for teaching and support staff during staff absence.



- Ensure newly qualified and staff new to the school receive appropriate induction and support.
- Work with the SENDCO to ensure that individual pupils receive appropriate support and intervention and make agreed progress.
- Participate in the appointment of teaching and support staff.

### **Safeguarding**

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as detailed in the school's safeguarding policy.
- To act as the deputy designated officer for safeguarding.

### **3. SUPERVISION RECEIVED**

- The Assistant Head Teacher is accountable to the Headteacher and Governors of Blue Coat School.

This job description may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

*Blue Coat CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.*

*This post is subject to an enhanced DBS check.*