



Arnhem Wharf Primary School

Assistant Headteacher (EYFS, KS1, LKS2 or UKS2 phase leader) Job Description

Responsible to: The Headteacher/Deputy Headteacher

This job description should be read alongside the range of duties of teachers and assistant headteachers as set out in the annual Teachers' Pay and Conditions document.

Generic Teacher Role

- To carry out the duties of a school teacher as set out in the current School teachers' Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher.
- To demonstrate good inclusive practice with particular reference to children including the more able, those with English as an additional language and children with special educational needs.
- To be committed to and actively promote the school's equal opportunities policy.
- To uphold the school's principles and policies which underpin good practice and the raising of standards.
- To actively support the school values and vision for the school community.

Senior Leadership Role

This is a senior post within the school's staffing structure and carries with it membership of the senior leadership team (SLT). The post holder is accountable to the headteacher.

The Key Leadership competencies that contribute to success at this level are:

<i>Self-Awareness</i> Emotional Self-Awareness Accurate Self-Assessment Self-Confidence Ability to reflect on performance Knowledge of own strengths Knowledge of own areas for development	<i>Social Awareness</i> Empathy Ability to understand multiple views Organisational Awareness Service Awareness Understanding of own influence
<i>Self-Management</i> Emotional Self-Control Transparency Adaptability Initiative Optimism Resilience	<i>Relationship Management</i> Inspirational Leadership Ability to inspire trust Change Management Conflict Management Teamwork and collaboration

Job Purpose and Major Objectives

Major objectives will include playing a major role under the overall direction of the headteacher in:

- formulating, shaping and enhancing the vision, ethos, aims and objectives of the school
- establishing and monitoring policies through which they shall be achieved
- developing and evaluating the strategic plan for the school
- managing staff and resources
- monitoring the progress through a rigorous system of self-evaluation
- participating in the smooth day to day running of the school

Pupils

To work, as part of the SLT, to:

- ensure the highest standards of achievement for all pupils
- ensure effective behaviour management and pastoral care of pupils throughout the school
- support the entitlement of pupils to a broad and balanced curriculum and ensure equality of access to the curriculum for all pupils

Teaching

- to promote effective teaching by example
- to assist in the monitoring of the standards of teaching and learning

Curriculum

To work, as part of the SLT, to:

- develop the school's curriculum within the context both of the national curriculum and the aims of the school
- ensure a broad curriculum that allows for continuity and progression throughout the school
- support the maintenance of effective systems of planning, assessment and record keeping

Ethos

- to maintain morale and confidence and set an example of professional standards
- to foster a sense of community within the school including forging and nurturing relationships with all pupils and parents and the local community
- to support the positive benefits of living within a culturally and ethnically diverse society

Senior Leadership Duties

- To be involved with the development of whole school strategic planning and self-evaluation
- To be an active member of the senior leadership team and work as part of the team, ensuring appropriate professional conduct and confidentiality where appropriate.
- To actively support all policy decisions.
- To work with the leadership team on interpreting and using data to set effective targets to raise achievement.
- To ensure the smooth running of own team.
- To co-ordinate and assist with school events.
- To maintain high standards of behaviour among all pupils.

Equal Opportunities

In collaboration with the headteacher and senior leadership team, to ensure that the school's equal opportunities policy is implemented

Specific Responsibilities

To lead on and take responsibility for teaching and learning, self-evaluation, strategic development, daily organisation, staffing, provision, leadership and management, academic progress and the welfare of all children in one phase (may be in conjunction with another AHT).

- Lead the relevant phase team
- Line and performance manage members of the teaching team in that phase team
- Line and performance manage the learning mentor for the phase
- Line and performance manage any other members of staff (eg specialist teacher) as stated in the staff structure for the year
- Induct and support new members of the team including NQTs and trainee teachers
- Work in conjunction with the senior teaching assistant (see staff structure) for the phase to arrange staffing and other organisation of the phase
- Work in conjunction with the senior teaching assistant (see staff structure) for the phase to ensure effective support of children in the phase
- Take responsibility for overview of planning, teaching and assessment (including statutory assessment) for children in the phase
- Take the lead in liaising with parents of all children in the phase
- Ensure health and safety and safeguarding are prioritised within the phase, including for educational visits
- Ensure that the learning environment enables and supports progress and welfare of all children
- Liaise with other departments internally as well as outside agencies such as outreach services and other agencies as required to ensure effective provision for the progress and welfare of children in the phase
- Promote and model positive relationships with parents and other members of the community, supporting teaching and other staff in this area as appropriate
- Teach a class for part of the week and/or undertake intervention teaching (individual, group, class) to diminish differences between individuals and groups of pupils
- Be responsible for one or more areas of whole school responsibility (to be decided in conjunction with the headteacher), for example a subject area; an area of school life (such as educational visits); trainee teachers; induction of new teachers; volunteers (this is not an exhaustive list).
- In the EYFS, to work with the Assistant Head for Inclusion to make provision for children with SEND and to be a part of the school's inclusion team.

Performance Measures

- Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.

Wider Professional Effectiveness

- take responsibility for your professional development and use the outcomes to improve your teaching, pupils' learning and your leadership and management
- make an active contribution to the policies and aspirations of the school

Professional Characteristics

Demonstrate that you are an effective professional who challenges and supports all pupils and members of staff to do their best through:

- inspiring trust and confidence
- building team commitment

- engaging and motivating
- analytical thinking
- taking positive action to improve the quality of pupils' learning and welfare
- taking positive action to ensure that staff provide the most effective learning environment for all pupils

Equal Opportunities Statement

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.

Organisational Details

The postholder will be line managed and performance managed by: the headteacher or deputy headteacher.

The above job description was agreed on (Date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

_____ Signed by (Postholder)

_____ Signed by (Headteacher)

