



The Rainbow Multi Academy Trust Job Description

Job Title:	Assistant Headteacher
Main place of work:	Rainbow Multi-Academy Trust – St Meriadoc Infant Academy in the first instance, however we would like teachers who are willing to move to different schools within the trust to meet the children's needs at the time
Accountable to:	Head teacher
Salary:	L1-5
Hours:	Full time
Contract type:	Permanent

Main Purpose

The Assistant Head will:

- Be a member of the senior leadership team.
- Assist the Headteacher in managing the school.
- Undertake such duties as are delegated by the Head teacher
- Support the Head in implementing the School Improvement Plan and the aims and objectives of the school
- Deputise for the Head in their absence.
- Take part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- Be a strong advocate for change and champion school improvement.
- Convey a positive 'can do' attitude, motivate and inspire staff and present a positive 'united front' to secure successful outcomes of school initiatives.
- Model best practice for teachers by: Demonstrating excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities (when needed the post holder may need to cover classes in the long/short term)

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- Manage and organise cover of absent teachers.
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school:

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school.
- formulating the aims and objectives of the school for their implementation.
- to contribute to implementing improvement which will translate school aims and policies into actions.
- implementing the Trust's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- the efficient organisation, management and supervision of school routines.
- through effective management ensure the efficient running of all day to day aspects of your area responsibility including effective communication, regular monitoring and feedback, maintaining a high quality work environment, fully implementing the initiatives of the Head of School and enabling the effective use of support staff.

Curriculum Development

To contribute to:

- the development, organisation and implementation of the school's curriculum.
- school policies on curriculum, teaching and learning, assessment, recording and reporting.
- ensuring that, through analysing data and contributing to pupil progress meetings, information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in their management of the school.
- ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

Pupil Care

- To be responsible for the line management of specific Faculty areas.

To Contribute to:

- the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.

- the effective induction of pupils.
- the determination of appropriate pupil groupings.
- the promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour.
- the development of culture of independent learning.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.

The management of staff

- To contribute to the performance management of teaching staff and support staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Person specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • A teacher with experience with consistently excellent teaching and learning experiences for all children leading to all children making at least good progress from a variety of starting points over time • Experience of contributing to staff development. • Recent substantial experience of whole class teaching, planning and delivering and the monitoring of learning and accountability of pupil progress. 	<ul style="list-style-type: none"> • Evidence of successful and sustained leadership and management experience in school • Experience of managing staff and support their CPD • evidence of accurately being able to assess children's outcomes and successful moderation of children's work against colleagues within school and beyond.
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Good knowledge of wider curriculum development across EYFS and KS1 and KS2 • Effective communication and interpersonal skills • Ability to effectively communicate and support the implementation of the school's vision and inspire others. • Ability to build effective working relationships and lead change 	<ul style="list-style-type: none"> • Awareness and up to date knowledge of relevant government initiatives and the current educational political climate. • Good understanding of the new Ofsted framework • Good understanding of the SIAMs inspection framework.

Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to prioritise and work efficiently and effectively under pressure • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Build effective working relationships • Uphold the school's Christian ethos and values within the classroom, across the school and throughout the school's community • Ability to liaise and communicate school aims between the Head of School, teaching and support staff. 	
---------------------------	---	--

This job description may be amended at any time in consultation with the postholder.