

TELFERSCOT PRIMARY SCHOOL

Assistant Head Job Description

The Assistant Head:

- is responsible to the Headteacher via the line management structure, for his/her management and leadership duties and responsibilities;
- interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of developments in the school curriculum and management with the aim of improving the quality of teaching and learning in the school.

Purpose of the Job

To support the Leadership team in the effective running of the school

To lead the development of the extended creative curriculum that includes trips, events, experiences and visits

To lead a core curriculum subject

To lead on ECT induction and support

To monitor and support staff to maintain a high standard of teaching and learning

To develop strong links with the wider school community

Key Tasks

- To work as part of a team to raise standards of achievement throughout the school.
- Lead the development of policy and practice across the phase teams
- To work with external agencies
- To work alongside the Head to manage the budget for the extended curriculum
- To lead on good practice teaching methods in the school, including providing INSET
- To monitor practice and provision within throughout the school.
- To line manage staff alongside the other members of the Leadership Team

- To attend and participate in Leadership Team meetings and be proactive in initiating and promoting school improvement plans.
- To have a teaching responsibility on a weekly basis
- Have accountability for the development of their curriculum area and monitor pupil achievement across the curriculum.
- Monitor teaching and learning which includes checking planning, books assessment and, where appropriate, observing teaching and learning
- Be conversant with current thinking and developments in the education sector
- Provide leadership and give advice and assistance to members of staff in implementing the National Curriculum, and other National Initiatives, drawing on the expertise of other staff members and outside support services, as appropriate
- Is aware of and plans for trips, special days and activities across the school
- Is aware of and identifies INSET needs, making use of expertise available inside the school and externally
- Liaise with external professionals
- Work with the governing body to raise standards
- To work in partnership with families, ensuring good levels of communication
- Support staff wellbeing
- To be a member of the Safeguarding team and promoting KCSiE
- To support and mentor ECTs

In addition to all the responsibilities outlined the postholder is required to carry out other duties as reasonably required by the Headteacher.