

## Summary Role Description

### Assistant Head Teacher

### Key Outcomes of the Role

Under the direction of the headteacher, the postholder will act as:

- Senior Leadership - promoting and supporting and the vision of the Trust and the school as Assistant Head Teacher. This includes leadership of defined areas of the school's development plan
- Class/cover teacher

### Primary Responsibilities

#### 1. Senior Leadership

Under the direction of the Head support the day-to-day leadership and management of the school. This involves the following:

##### **Quality of education**

- Research, lead and successfully implement high-quality teaching and learning across all areas of the curriculum through an explicit instruction model.
- Research, lead and successfully implement evidence informed teaching strategies which support teaching alongside other members of the leadership team.
- Work with the Headteacher to raise standards through staff performance and development processes.
- Be an advocate of evidence informed practice who actively models and promotes the use of research informed PPD (Personal Professional Development) to secure high levels of achievement for pupils.
- Lead effective standardisation and moderation practice across the school to ensure accurate assessment.
- Work with the Head Teacher to analyse whole school data to look for trends, devise an action plan which is then implemented effectively.
- Ensure the active involvement of pupils and staff in their own learning through effective methods of coaching and mentoring.

##### **Qualities and Knowledge**

- Promoting and supporting the vision, mission statement and values of Endeavour Academy Trust.
- Ensuring that the agreed strategic direction of the school and Trust is understood and put into practice across the school and the designated phase.

- Through your own classroom practice, modelling school and Trust expectations in relation to standards of pupil achievement and quality of teaching in accordance with agreed policies and guidelines.
- Providing a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Building and maintaining effective partnerships with children, parents, colleagues and members of the wider community.
- Supporting local governors as requested.

#### **Pupils and Staff**

- Building positive, professional relationships with all members of the school community including parents and carers.
- Monitoring standards of active pupil engagement in learning and providing feedback to members of the senior leadership team and/or Head teacher.
- Supporting staff in classroom management skills through planned professional development opportunities.
- Providing support to staff through attendance at parent meetings.
- Taking responsibility for the pastoral care of pupils across the school promoting self-discipline and positive behaviour in line with school policy.
- Supporting and managing continuous improvement in both personal performance and the performance of the team.
- Holding designated staff to account on their professional conduct including relationships, behaviour and professionalism.
- Through consultation with senior leaders, signpost staff on models of best practice both within and across the Trust.

#### **Systems and Processes**

- Working alongside senior leaders, provide effective deployment and management of physical and human resources across the relevant phases.
- Managing the day-to-day organisation of the school through rotas and timetabling, management of additional adults including supply teachers and activities such as enrichment, educational visits and extra-curricular activities.
- Line management, as directed by the Head teacher.
- Ensuring all staff adhere and comply to school and Trust policies and procedures.
- Supporting staff in the successful implementation of school and Trust policies and procedures
- Monitoring and supporting leaders in evaluating the impact and effectiveness of the school team development plan through data collection.
- Attending Leadership Team meetings as required, and reporting back to staff when necessary.

## **2. Class Teacher**

- To carry out the duties of a teacher as set out in the most recent School Teachers Pay and Conditions Document
- To meet the standards as set out in the most recent National Standards for Teachers
- To teach children in a designated class (or through PPA / cover responsibilities) and designated school, a high quality and appropriate curriculum which ensures good or better progress for pupils.

- To support the vision and aims of the Trust.
- To support the school in safeguarding all pupils in our care.
- Meet the expected standard of a qualified teacher as outlined in the TTA 'National Standards for Qualified Teacher Status' and to meet the standards of the Trust's Teaching and Learning Policy.
- Meet the expectations set out in the National Standards for Subject Leaders
- Plan, monitor and evaluate effective and differentiated programmes of work, including homework.
- Assess, record and report on children's development, progress and attainment, setting clear targets which build on prior attainment.
- Identify able pupils and those with special educational needs, working with both the SEN leader and parents to give positive and targeting support where needed.
- Develop positive relationships with parents and meet with them a minimum of twice per year to share targets and review progress.
- Work effectively with support staff and other adults, deploying them where appropriate.
- Ensure high standards of behaviour and share the corporate responsibility for the well-being and discipline of all pupils, in line with school policy.
- Plan opportunities to contribute to pupil's spiritual, moral, social, emotional and cultural development.
- Contribute to a subject team and a lead a subject holding accountability for pupil progress across the school.

## **General Responsibilities**

- Work in compliance with the Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and head teacher.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder, and the allocation of specific responsibilities may be amended from time to time, in negotiation with the role holder. The job description will be reviewed on an annual basis.

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

## Person Specification

### Assistant Head Teacher

Essential (Must)	Desirable (Should)
<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A minimum of three years of successful classroom practice with evidence of high-quality teaching</li> <li>• A minimum of two years as an effective middle leader in a relevant setting</li> <li>• Qualified in, or willing to undertake training in Level 3 Designated Safeguarding Children training</li> <li>• Proven track record of supporting staff to improve outcomes for pupils</li> </ul>	<b>Knowledge &amp; Experience</b> <ul style="list-style-type: none"> <li>• Leadership Qualification e.g. NPQML, NPQSL</li> <li>• Experience of inspiring and motivating other teachers, modelling good practice, and developing a whole school commitment to supporting pupils</li> <li>• Experience of working across key stages within a primary school</li> </ul>
<b>Abilities &amp; Aptitudes</b> <ul style="list-style-type: none"> <li>• Ability to demonstrate strong leadership by motivating and inspiring colleagues and pupils to generate commitment to the pursuit of excellence and high expectations.</li> <li>• Experience of monitoring and analysing pupil academic data.</li> <li>• Be prepared to work with and support colleagues across the Trust.</li> <li>• Model a high standard of spoken and written communication at all times.</li> <li>• A high level of personal organisation and a strong and professional work ethic.</li> <li>• Excellent organisational and time management skills</li> <li>• Compassionate and empathetic approach</li> </ul>	<b>Abilities &amp; Aptitudes</b> <ul style="list-style-type: none"> <li>• Experience of monitoring and analysing other pupil data e.g SALT, social communication</li> <li>• Experience of performance management team leadership including the setting and monitoring of annual performance targets.</li> <li>• Experience of producing reports for, presenting to, and working alongside governors/Trustees or external professionals.</li> <li>• Experience of working across at least two key stages/phases.</li> </ul>

The governance team is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.