**Job Description**



**Assistant Head teacher**

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| **Job Title:** | Assistant Head teacher with responsibility for Leading Teaching and Learning |
| **Grade:** | Standard National scale in line with the current School Teachers’ Pay and Conditions document |
| **School:** | Meadow View Primary School |
| **Salary Scale:** | Leadership Scale L4-L6 |
| **Responsible to:** | The Head teacher and the governing body |
| Duties of the Assistant Head teacher | In addition to the requirements of an Assistant Head teacher would be expected to fulfil the expectations and other duties as assigned by the Head teacher for which he/she will receive timetabled non-contact time to help enable these roles and further time will be given for specific activities as required |

**Whole school SLT Responsibilities**

* Work with the Head teacher and as a member of the SLT ensure a high standard of education provision for pupils
* To assist the Head teacher in the efficient running of the school by developing and maintaining effective whole school systems, policies and strategic planning.
* To assist the Head teacher in ensuring that there is consistency of teaching, and high standards of learning and pastoral care throughout the school.
* Work alongside the Head teacher to maintain and develop effective school self-review and improvement planning processes.
* To be an excellent practitioner and lead by example at all times by demonstrating consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school.
* Undertake duties of a teacher as specified within the school
* Leading by example making a positive contribution to the wider life and ethos of the school
* Develop effective professional relationships with colleagues and the wider learning community.
* Develop leadership capacity through designing strategically planned CPD.
* Work together in the SLT to effectively develop strategies and promote and sustain an effective leadership model that is focused on the rigorous implementation of improvement plans
* To take a lead role in the review, development and management of activities relating to the curriculum to pursue excellence for the school.
* Work closely with other leaders to ensure effective transition across phases.
* To effectively manage and deploy teaching and support staff, financial and physical resources within the school to support the delivery of the curriculum

**Teaching and Learning Leadership - Specific Responsibilities**

* To develop, monitor and evaluate effective teaching and learning and ensure consistent high standards across school.
* To lead on the teaching and learning elements of the school development plan.
* To lead on whole school curriculum development ensuring progression in knowledge and skills.
* To lead effective assessment across subject and curriculum areas, including statutory assessment requirements.
* To support subject leaders to work effectively in their role resulting in to whole school impact.
* To be responsible for the performance management of an identified group of teaching Assistants across the school.

**Class Teacher Responsibilities**

* To plan and prepare work for the short, medium, long term.
* To teach, according to their educational needs, pupils for whom he/she is responsible. This may include setting and marking of work to the carried out elsewhere.
* To assess, record and report on the development progress and attainment of pupils, maintain effective records and assessments.
* To participate in all necessary arrangements and procedures relating to national and local assessments.
* To ensure that all pupils for whom he/she is responsible progress and are encouraged.
* To maintain good order and discipline among pupils with particular reference to health & safety
* To demonstrate a commitment to the wellbeing and safeguarding of all children in school.
* To provide pastoral care, guidance and advice to pupils as appropriate.
* To lead and participate in meetings covering school and pupil activities.
* To attend and lead assemblies.
* To communicate and consult with parents/carers and other relevant bodies.
* To use It effectively to fulfil the role and enhance teaching and learning.