



EDMONTON COUNTY SCHOOL JOB DESCRIPTION

Assistant Head of Primary

Date: March 2021

Owner: FRE

Edmonton Primary is the primary phase of Edmonton County School. Edmonton County School is the founding school of Edmonton Academy Trust.

The postholder is responsible for:

- Leading teaching and learning across the school,
- Being an exemplary classroom practitioner
- The line management of teachers within the school
- Ensuring consistency of practice across the school.
- Taking a major role in the leadership of the school

The leadership of a significant area of the school within a subject and/or phase (key stage):

- To take leadership responsibility for ensuring high standards of teaching and learning across the school.
- Data, assessment and tracking the progress of all key groups across the school, planning and implementing strategies to ensure standards are raised.

KEY PURPOSE OF THE JOB

- To be a senior leader in the primary phase of Edmonton County School.
- To be accountable for standards and progress across a school.
- To be responsible for leading teaching and learning within the school, modelling exemplary practice at all times.
- To line manage teachers within the school in liaison with Head of Primary
- To lead and manage the curriculum and consistency of practice across the school within the framework of national and school policies
- To take a strategic overview of the school in terms of successes, improvements needed including CPD needs, in line with whole school improvement focus
- To be accountable for the achievement and progress of children across the school in the areas of a Core Subject/ school producing reports for the head of primary as required
- To support, hold accountable, develop and lead staff to ensure high standards of teaching and learning within the Core Subject chosen.
- To carry out the duties of a teacher as set out in Pay and Conditions and subject to any amendments due to Government legislation. This includes duties as may be reasonably directed by the Executive Headteacher and Head of Primary.

LEADERSHIP RESPONSIBILITIES for a phase/key stage

In addition to class teaching (see relevant job description below) the Assistant head of Primary will:

- Act as a role model for excellent classroom practice
- Work in collaboration with the Head of Primary in terms of strategic planning and school self-evaluation
- Liaise with other leaders, including Subject Leaders and other School Leaders in relation to monitoring of teaching and learning, and CPD or resourcing needs
- Assist with Performance Management of teachers across the school

- Ensure that appropriate work is prepared, initiatives undertaken and focus of strategic plan or projects are implemented, resourced and evaluated throughout the school
- Ensure consistency of practices in own class and across the school in line with school policies
- Ensure the effective moderation of standards within the school.
- To ensure good teaching and learning across the school, leading to good progress.
- Ensure the effective operation of planning, target setting and assessment for learning within the school
- Contribute to curriculum development as required
- Contribute to the induction and professional development of teachers and trainees assigned to the school
- Contribute to the development and delivery of whole school initiatives as required
- Adhere to and promote the school safeguarding, health and safety and other policies at all times; ensure that the school's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.

SUBJECT LEADER

- To have an excellent knowledge of primary subjects, including an overview of specific intervention programmes, and current thinking / developments
- To create, implement and evaluate an annual school progress plan, in line with the school's development plan, to contribute to and be accountable for the implementation of school improvement work, within the Subject.
- To monitor standards and pupil progress within the Subject, collecting and analysing evidence, including displays, children's work, lesson observations, pupil conferences and whole school data to inform the judgments being made.
- To lead learning, teaching and assessment within the Subject, to ensure that the needs of all learners are met, actively seeking and pursuing development opportunities to make a measurable contribution to whole school targets.
- To develop the subject knowledge and teaching ability of teachers by modelling good practice and by providing planning support, demonstration lessons and staff training through the school's CPDL and induction programmes.
- To provide regular feedback for colleagues in a way that recognises good practice and supports their progress against performance management objectives, resulting in a tangible impact on student learning.
- To engage all staff in the review of the curriculum
- To support staff in developing an effective learning environment to promote the teaching of a Subject.
- To organise events and promotions aimed at raising awareness, involving the whole school, parents and the wider community.
- To monitor and oversee the use of resources within the Subject; overseeing and evaluating the budget allocations to ensure the budget is spent in line with school improvement priorities and best value principles.
- To liaise regularly within the Head of Primary and act as a point of contact for outside agencies regarding matters relating to the provision, teaching and assessment of the Subject.
- To take advantage of appropriate opportunities for professional development, including attendance at LA co-ordinator meetings, using this effectively to improve pupils' learning
- To actively and consistently implement the school's policies and schemes of work.
- To play a significant role in the life of the school, demonstrating a commitment to the school's aims and ethos.

Class Teacher Job description

Classroom organisation:

- a. To have concern for the children throughout the school day and to safeguard their health and safety at all times.
- b. To provide a stimulating, happy, well managed environment within the classroom which encourages positive attitudes, enthusiastic involvement in learning and self-discipline in the children.
- c. To provide positive praise as appropriate to encourage learning.
- d. To set up and maintain a consistent, safe and stable environment for children and adults with clear routines and structures.
- e. To establish a framework for behaviour in the classroom in line with school policies.
- f. To consistently involve the children in their learning.
- g. To promote children's independent learning through the appropriate organisation of classroom resources.

Planning and record keeping

- a. To undertake general class teaching duties which include the providing of programmes of study planned jointly and recorded in advance by the teachers in the year group.
- b. To monitor, assess and evaluate the educational programme for the assigned class, keeping in mind the needs of individual children
- c. To complete forecasts, records and reports to parents as agreed in school policies.
- d. To make plans, timetables etc. easily available to supply teachers, line managers, the Headteacher, and any others who might reasonably request them.
- e. To initiate and manage external school trips to broaden the children's learning.

Delivering the curriculum:

- a. To be an experienced Classroom Practitioner.
- b. To directly deliver lessons ensuring that all aspects of the taught programme are delivered in a manner that is appropriate to the age of the children taught.
- c. To promote respect for everyone, adults and children.
- d. To deliver lessons with pace and passion.
- e. To use a range of teaching strategies including whole class teaching, group teaching and individual teaching as most appropriate and efficient for the programme of study taught.

Assessment:

- a. To monitor the children's progress; formally and informally assessing them in line with the school requirements.
- b. To monitor pupils' behaviour, and social development and consistently use school based systems for behavioural management.

- c. To identify children with specific needs, to inform Head of Primary and co-operate with them in designing and implementing an education plan.
- d. To monitor and take account of the individual children's language needs, especially those with EAL.
- e. To use assessment for learning to inform future planning.
- f. To be responsible for the generation of the annual school report for pupils in the class.

Support for Colleagues:

- a. To manage TAs, support staff, students and involve them in planning and classroom organisation and resources.
- b. To offer professional support and coaching to other teacher colleagues, support staff, students, etc.
- c. To induct members of staff into the daily classroom routines, i.e. teaching assistants, students, etc.

Working with parents:

- a. To ensure effective communication with parents, establishing a strong home/school relationship.
- b. To engage parents in supporting their child's learning out of school through, for example, curriculum workshops, termly curriculum letter, regular home school work.

Personal effectiveness:

- a. To self-evaluate teaching methods having regard for current educational practice and a whole school approach which supports the children's learning at all times.
- b. To set high standards of punctuality.
- c. To keep abreast of latest developments regarding general teaching techniques and within a specified responsibility.
- d. To be able to communicate effectively both verbally and in written form on a specified area of responsibility.
- e. To contribute positively to all staff meetings and opportunities for professional dialogue.

Whole school commitment:

- a. To demonstrate a commitment to the full life of the school and to work with all other members of staff to ensure the success of whole school initiatives and assemblies, displays, staff meetings, parent consultations and other activities as they occur in the school year.
- b. To demonstrate a commitment and implement all school policies and established practices.

And any other duties as required.

This Job Description is written in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and is subject to the Condition of Service for school teachers in England and

Wales. (Both documents are available from the SBM upon request). Salary is assessed in accordance with the School's Pay Policy.

Edmonton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.