

## TEACHING STAFF

### JOB DESCRIPTION

<b>ROLE TITLE</b>	Assistant Headteacher
<b>CONTRACTED HOURS</b>	Full Time
<b>LOCATION</b>	Westfield Primary Academy
<b>GRADE / SCALE POINT – SALARY</b>	Leadership scale 1-5
<b>REPORTING TO</b>	Executive Headteacher and Head of School

#### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

#### JOB PURPOSE

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

#### KEY TASKS & RESPONSIBILITIES

Teaching and Learning

1. Model continuously good or outstanding teaching to support the development of others;
2. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum;
3. Working in support of the Executive Headteacher, Head of School and alongside staff colleagues, the Assistant Headteacher will:
  - a. Share responsibility for school policies, decision-making and strategic planning;

- b. Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
- c. Take full accountability for key areas of the school's work;

- 4. Liaise with colleagues to deliver units of work in a collaborative way;
- 5. **O**versee the work of support staff colleagues;
- 6. **S**et targets for pupil attainment levels;
- 7. Liaise with parents to put in place and maintain home/school learning plans;
- 8. Demonstrate excellent subject knowledge and good practice in the teaching areas of responsibility;
- 9. Work and fulfil tasks / responsibilities as a Class Teacher (0.5).

#### **Leadership and Management**

- 1. Support and assist the Headteacher and Deputy Headteachers in the leadership and management of the school;
- 2. Take a leading role in the process of self-evaluation and school improvement planning;
- 3. To monitor the implementation and impact of our agreed curriculum and support colleagues to improve outcomes throughout the school;
- 4. Lead a core curriculum subject within the school
- 5. Lead strategically and manage daily a phase or Key Stage within the school
- 6. Demonstrate understanding of issues relating to the organisation, ordering and funding of resources;
- 7. Promote, support and uphold the school's policies on behaviour, discipline and bullying;
- 8. Contribute to staff development activities;
- 9. Manage the performance of identified staff;

#### **Standards and Quality Assurance**

- 1. Set a good example in terms of dress, punctuality and attendance;
- 2. Attend and participate in school events;
- 3. Uphold the school's behaviour code and uniform regulations;
- 4. Attend and lead team and staff meetings;
- 5. Develop links with staff colleagues as appropriate across the Trust and neighbouring schools.

#### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

#### **GENERAL**

- 1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

CRITERIA	ESSENTIAL	DESIREABLE
<b>Qualifications</b>	<p>Recognised QTS</p> <p>Degree</p> <p>Evidence of commitment to own professional development</p>	<p>Management training</p> <p>Completed NPQML or equivalent</p> <p>Registered for NPQSL or equivalent</p>
<b>Relevant Experience</b>	<p>Knowledge and experience of teaching relevant key stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Understanding the statutory assessments for each key stage</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues.</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues.</p>	<p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in a relevant key Stage</p> <p>Experience of leading a core subject</p> <p>Evidence of participating in and developing extracurricular activities</p> <p>Experience of introducing and leading the implementation of a new whole school strategy.</p>
<b>Skills and Aptitudes</b>	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p> <p>Ability to motivate and lead a team with sensitivity and energy</p> <p>Ability to communicate effectively, both written and oral, with a wide range of people</p>	<p>Experience of effective working with governors</p> <p>Experience and understanding of ICT as a management tool</p>

	<p>Skill at managing change</p> <p>Proven success in working with children across a range of age and ability.</p> <p>Ability and willingness to use tact and sensitivity as second nature.</p> <p>Stamina and a positive approach to work.</p> <p>Willingness to learn and improve.</p>	<p>Sympathetic to the ethos of the school</p>
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