

TEACHING STAFF

JOB DESCRIPTION

ROLE TITLE	Assistant Headteacher
CONTRACTED HOURS	Full time
LOCATION	Abbots Green Academy
GRADE / SCALE POINT – SALARY	Leadership Range L2 – L6
REPORTING TO	Headteacher

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 school's Senior Leadership Team, through a range of Leadership strategies.

KEY TASKS & RESPONSIBILITIES

As Class Teacher

- Model continuously good or outstanding teaching to support the development of others;
- Teach at the direction of the Headteacher, implementing agreed planning, assessment and target setting; teach the National Curriculum subjects and RE as well as working with others to provide curriculum enrichment for pupils;
- Pupil's work should be planned to provide an inclusive and personalised curriculum which meets the needs of the children, including those with Special Needs and those who have high prior attainment;
- Carry out assessment, recording, monitoring and record keeping according to school policies, maintaining appropriate records which monitor the progress of the pupils; pupils' work will be regularly marked in accordance with the marking policy;
- Complete any relevant class assessment records, using school systems;

- Complete information to support class teachers in the writing of pupil reports, for presentation to parents;
- Manage and monitor the work of other adults in the classroom;
- Liaise closely with the SENCO regarding the learning needs of pupils;
- Liaise closely with the Designated Safeguarding Lead for Child Protection regarding pupils' welfare needs;
- Work collaboratively in partnership with the Trust's iPad programme to enhance and develop teaching and learning opportunities across the curriculum.

As Assistant Headteacher you will have knowledge and understanding of:

- the school's vision and values that lead priorities, targets and action plans;
- any statutory curriculum requirements and the requirements for assessment, recording and reporting of pupils' attainment and progress;
- the characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils;
- the implications of the SEN Code of Practice on teaching and learning;
- relevant legislation and guidance relating to the inclusion agenda including the DDA, SEN Code of Practice, Safeguarding and Equal Opportunities and how those apply to pupils;
- how to devise, implement and evaluate systems for identifying, assessing and reviewing pupils' needs;
- the purpose of EHCs and pupil passports and how they are formulated, implemented and reviewed;
- the needs of EAL learners and how they can be met;
- the needs of pupils who have high prior attainment and how these might be met;
- the principles of nurture, counselling and positive behaviour management;
- the main strategies for monitoring, improving and sustaining high standards;
- how to use comparative data together with pupils' prior attainment to set targets for improvement as part of Key Stage pupil progress meetings;
- the importance of transition throughout the school; starting from Home, Nursery, Reception and throughout year groups and Key Stages across the school;
- the needs of a growing school, with a commitment to maintaining high expectations alongside refining procedures and systems;
- the needs of our school community, embracing the opportunity to grow our provision including Nursery and wrap around care.

As Assistant Headteacher, your duties are to:

- Deputise for and professionally support the Headteacher and Deputy Headteacher in the leadership and management of the academy;
- Provide an outstanding professional model within the classroom;
- Assist the Headteacher in the maintenance of effective communication within the academy and with all stakeholders;
- Assist the Headteacher in the effective implementation of the academy's Appraisal Policy and undertake the role of an Appraisal team leader;
- Take a leading role in the process of self-evaluation and academy improvement planning;
- Contribute to policy making and effective management of resources. Where necessary, assist staff in the process of reviewing and amending policy statements;
- Assist in the promotion of an ethos that reflects harmony, mutual respect, and understanding;
- Be responsible, with the Headteacher and Deputy Headteacher, for liaising with outside agencies as appropriate;
- Ensure a high standard of conduct and behaviour is promoted within the academy;
- Promote inclusion and equal opportunities within the academy;
- Support an active policy of parental involvement and assist the Headteacher and Deputy Headteacher in maintaining effective communication with parents;
- Play a full part in the planning and organisation of all academy functions and events;

- Support the priorities from the academy improvement plan by leading whole school and Key Stage meetings;
- Lead a monitoring and support plan that ensures that teaching is consistently driven to raise outcomes throughout the school;
- To support staff in following robust assessment procedures for tracking, monitoring and assessing progress across the school;
- Undertake any other duties that may be delegated by the Headteacher.

Curriculum Leader duties will include;

- To implement and drive the Abbots Green ethos and vision through leading an outstanding curriculum for all;
- To work alongside SLT so that subject leaders are able to articulate the intent, implementation and impact of single subjects and the Abbots Green / CUSP curriculum;
- To work as part of the leadership team to identify curriculum strengths and weaknesses;
- To work in partnership with the EYFS leader to identify the foundations for all subject areas;
- To work alongside subject leaders to ensure that planning for the curriculum scaffolds learning for vulnerable pupils;
- To monitor the whole school foundation curriculum ensuring that all subjects are being taught to a high standard;
- To regularly evaluate progress of subject leaders with their iAbacus action planning and evaluation;
- To monitor and support staff in the delivery of the long-term curriculum map, supporting staff with the planning cycle;
- Supporting subject leaders in the implementation of knowledge organisers and knowledge strips;
- To support curriculum leaders and teachers to ensure that the 'vocabulary entitlement' develops the knowledge of all curriculum learning;
- To lead by example in team teaching and shared planning with staff as part of the CPD in school;
- To drive Book Studies throughout the school to evaluate the knowledge and understanding that pupils acquire;
- To present and work alongside governors to demonstrate the impact of the Abbots Green Curriculum;
- To work alongside other curriculum leaders in the trust to identify current priorities and share good practice;
- To work with English and Maths leaders to promote effective links across the curriculum, particularly reading, to scaffold essential skills and confidence in all areas of learning;
- To develop the use of quizzing as an assessment system that reflects the progress that children make across the Curriculum.

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. Take active responsibility for personal continuous professional development;

2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, 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 / pupil 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.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and Training	<p>Recognised QTS</p> <p>Evidence of commitment to own professional development</p>	<p>Leadership training</p> <p>Registered on NPQSL</p> <p>Experience of working as part of a dynamic leadership team</p>
Relevant Experience	<p>Knowledge and experience of highly effective teaching in KS1/2</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>Evidence of successful leadership of a core subject or 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>Experience in one or more schools</p> <p>Experience of having responsibility for a class in relevant key stages</p> <p>Experience in organising and leading assemblies and trips</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of performance management of staff</p> <p>Strength in teaching phonics</p> <p>Experience of working partnership with parents and governors</p>
Disposition / Attitudes	<p>A flexible, energetic and adaptable approach, acting as a role model to other members of staff</p> <p>Commitment to Equal Opportunities</p> <p>Commitment to Continuous Improvement</p> <p>Commitment to the whole school vision and ethos</p>	<p>Experience of effective working with governors and the wider school team</p>