

ASTON TOWER COMMUNITY PRIMARY SCHOOL

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

ASSISTANT HEAD TEACHER

JOB DESCRIPTION

Salary scale: Pay Scale L 4-8

As required by Paragraphs 58, 61 and 63 of the School Teachers' Pay and Conditions Document.

1. Job Purpose

Be accountable for a phase of the school, ensuring high levels of achievement and quality of teaching. Lead a subject(s) across the school. Support and lead other leadership priorities to promote the general educational progress and well-being of pupils in the school.

2. Duties and Responsibilities

2.1 General

2.1.1. To undertake the professional duties of a teacher other than a head teacher, as set out in paragraphs 58, 61 and 63 of the School Teachers' Pay and Conditions Document, including those duties particularly assigned by the head teacher;

2.1.2 As required by paragraph 58.2 of the School Teachers' Pay and Conditions Document, to play a major role under the overall direction of the head teacher in:

(a) formulating the aims and objectives of the school;

(b) establishing the policies through which they shall be achieved;

(c) managing staff and resources to that end;

(d) monitoring progress towards their achievement;

in accordance with the policies of the Trust Board and School Development Plan as determined by the Trustees and Headteacher;

2.1.3 To undertake any professional duties of the head teacher reasonably delegated by the head teacher;

2.2 Specific

2.2.1 To be accountable for pupil achievement and quality of teaching within specified curriculum areas across the school.

2.2.2 Monitor, review and evaluate levels of pupil achievement and quality of teaching within the phase and curriculum area producing timely reports and recommendations to the Trust Board and Headteacher.

2.2.3 Help promote excellent pupil behaviour by supporting staff in their behaviour management practice.

- 2.2.4 Maintain and up to date knowledge of best practice in teaching and learning, actively and clearly communicating this vision to all staff members.
- 2.2.5 To be accountable for the performance of teaching staff as delegated by the Headteacher through the school's Appraisal/Performance Management policy.
- 2.2.6 Work in partnership with the Headteacher to deliver leadership priorities are defined by the Headteacher.
- 2.2.7 To actively model and promote the values and ethos of the school to pupils, staff, parents and visitors to the school.
- 2.2.8 Share own high expectations of all staff and pupils and enabling all staff to do likewise.
- 2.2.9 Support decision making and policy development across the school in a professional manner.
- 2.2.10 Maintain good lines of communication between leadership group and the rest of the staff team in a positive and productive way.

3. Line Management - responsibility to and for

- 3.1 Responsible to the Head Teacher
- 3.2 Responsible for the supervision of designated teaching and support staff

4. Conditions of employment

- 4.1 The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time, also any local agreements and LA guidance on interpreting teachers' conditions of service.

5. Review and Amendment

- 5.1 This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

6. Complaints

- 6.1 If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job description issued after consultation

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Signature of the Head Teacher

Copy received by

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Signature of the Postholder

Date

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