

**TEACHING STAFF
JOB DESCRIPTION**

ROLE TITLE	Assistant Headteacher
CONTRACTED HOURS	Full time
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 within a specified AHT remit 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. Working in support of the Headteacher 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;
2. Carry out teaching duties in accordance with the school's schemes of work and

National Curriculum;

3. Liaise with colleagues to deliver units of work in a collaborate way;
4. Oversee the work of Learning Support staff colleagues;
5. Set targets for pupil attainment levels;
6. Liaise with parents to put in place and maintain home/school learning plans;
7. Demonstrate good practice in the teaching areas of responsibility
8. Work and fulfil tasks / responsibilities as a Class Teacher

Assessing and reporting

1. Record pupils' work.
2. Maintain lesson evaluations.
3. Mark and return work within agreed time span, providing feedback and targets.
4. Provide assessment reports to monitor pupil progress.
5. Liaise with parents and attend consultation evenings.
6. Work within the Code of Practice relating to Special Educational Needs.

Leadership and management

1. Support and assist the Headteacher.
2. Demonstrate understanding of issues relating to the organisation, ordering and funding of resources.
3. Promote, support and uphold the school's policies on behaviour, discipline and bullying.
4. Contribute to staff development activities.
5. Manage the performance of Teaching Assistants

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.

Please note that this job description is correct at the time of acceptance of the role. In order to serve academy needs and ensure professional growth, SLT roles are regularly reviewed (usually but not exclusively) at the start of each academic year.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education and Training	Recognised QTS Evidence of commitment to own professional development	Management training Professional qualification such as NPQSL or similar

<p>Relevant experience</p>	<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>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.</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p> <p>Teaching specialism in English or another core subject</p>
<p>Skills and Aptitudes</p>	<p>Commitment to the safeguarding and promoting the welfare of children and young people.</p> <p>Commitment to inclusion</p>	<p>Experience of effective working with governors</p> <p>Practical knowledge of safeguarding.</p> <p>Experience of pastoral leadership such as Head of year</p>