

<b>Job title:</b>	<b>Assistant Head Teacher</b>
<b>School:</b>	<b>Brook House Primary School</b>
<b>Responsible to</b>	<b>Executive Headteacher, Head of School and Deputy Headteacher</b>
<b>Location:</b>	<b>Tottenham, London</b>
<b>Salary:</b>	<b>L6 – L10</b>
<b>Contract type:</b>	<b>Permanent</b>

## CORE DUTIES

To carry out the duties and responsibilities for class teachers as detailed in the Pay and Conditions of Service Document. The Assistant Headteacher will be expected to teach a class in the school if required and teach specialist subjects when required.

With the support of the Deputy Headteacher:

### General responsibilities:

To assist and support the Executive Head, Head of School and Deputy Head of school to:

- Lead and deliver a balanced and appropriate curriculum programme which takes account of the educational and social needs of pupils in the context of a primary school in line with the expectations set out by the Lion Academy Trust
- Monitor, challenge and improve the effectiveness of curriculum planning and delivery within the school to ensure rapid, sustained and improved pupil achievement.
- Deliver, in conjunction with other senior leaders, a successful system of pastoral welfare for pupils in the school in line with the Lion Academy Trust expectations.
- Deliver, monitor and challenge in conjunction with other lead professionals, senior leaders and teachers the provision and intervention in place for underachieving children, vulnerable children, EAL and SEN children to ensure they make rapid and sustained progress in line with national expectations.
- Maintain, challenge and ensure high standards of behaviour and discipline across the school in line with the Lion Academy Trust expectations and ethos
- Develop and maintain effective lines of communication/service throughout the school and between staff, governors, parents and the wider community.
- Maintain and continue to develop the ethos of the school in line with the Lion Academy Trust Expectations.
- Contribute to the strategic development of the school as part of the senior leadership team. This includes monitoring and evaluating of practice and provision as part of the

Lion Academy Trust self-evaluation process and the development of the school improvement plan.

- Contributing to the general day to day management of the school by having an overview of the school, being aware of the issues and concerns and ensuring that appropriate action is undertaken.
- Keeping abreast of educational developments through your own professional training.
- Supporting the executive Head, head of school and deputy head in trying to ensure that change is implemented effectively and smoothly.
- Promoting and supporting decisions/policies agreed by the senior leadership team and the Lion Academy Trust.
- Helping to maintain outstanding behaviour around the school at all times and specifically carrying out one dinner time duty per week.
- Carrying out appraisal of staff as part of the Lion Academy Trust Appraisal Policy.
- Ensure the school provides a high quality stimulating learning environment for all children as outlined in line with the Lion Academy Trust expectations.
- Conducting regular assemblies within the wider school.
- There is an expectation that the senior managers will attend and contribute to a senior leadership team meeting once a week, undertake a lunch duty and attend an early morning information briefing daily.
- Carry out any other additional duties deemed necessary directed by the executive head or the head of school.
- Ensure that the teaching and learning provided by different year groups and teaching teams form a coordinated, coherent curriculum entitlement for pupils and caters for their Spiritual, Moral, Social and Cultural needs.
- Deliver and promote the Brook House 5 Ways as well as implementing policies and procedures that relate to British Values.
- Implement and deliver all LAT policies and procedures that relate to personal development, behaviour and safeguarding as part of the senior leadership team.
- To be responsible for, monitor, evaluate and develop current extended services (school's provision out of school hours, after school clubs) to ensure high quality provision and wrap around care.

### **Specific Duties Leading Learning and Teaching**

#### **Planning:**

- Liaise with senior and middle leaders in development and delivery of an effective curriculum, which meets the needs of all groups of pupils.
- Attend and contribute to strategy meetings to support implementation of the School Improvement Plan, in accordance with school strategy and direction.
- Liaise with the SENDco in planning and monitoring intervention and targeted support for identified underachieving groups and ensuring that their provision is accurately and precisely targeted at needs across the school. Monitor regularly across the school, the programmes of intervention to ensure they provide rapid and sustained progress for all individual pupils.
- Ensure through the monitoring of planning, preparation and assessment sessions in specific year groups that learning and provision is precisely planned for and evaluated so that that all pupil's specific needs are catered for.

#### **Staff development and support:**

To provide leadership and support for colleagues (teachers and support assistants) with a specific focus on leading learning across each year group working within the Lion Academy Trust Teaching and Learning Strategy.

**This will include:**

- Monitoring the planning and delivery of the curriculum across the year group and phase, including supporting staff in the development of medium term plans;
- Monitoring and setting expectations for phase leaders in leading and organising weekly planning meetings. Ensuring middle leaders are supporting teachers with short term planning ensuring explicit learning focus for all children's needs;
- Organising and delivering training, as needed, to groups of school staff;
- Supporting, monitoring and leading staff in the use of assessment information and processes to inform teaching and learning;
- Provide a model of minimum good teaching and learning;
- providing in-class support to staff, through demonstrating high quality lessons, team teaching, observation and feedback;
- Undertaking personal and professional development in order to maintain an up-to-date knowledge of educational initiatives, technologies and pedagogy, in order to advise appropriately on future strategies and requirements;
- Conduct appraisal meetings with teachers and set professional development and pupil progress targets ensuring underperformance of children and the teachers own practice improves ensuring a minimum standard of good. Monitor, guide, support and challenge a teacher's progress towards those targets;
- Undertake responsibility for the induction of new staff, including ECTs;
- Mentor ECTs or new overseas teachers by implementing a programme of specific support and evaluate progress towards specific identified targets ensuring that their teaching and learning is minimum good.

**Monitoring and review:**

- Maintain consistently high standards of teaching and learning through the effective monitoring and evaluation of specific year groups' planning, delivery of the curriculum through lesson observations, learning walks, work scrutinies and pupil interviews.
- Ensure identified areas of inconsistency are tackled through support in the form of guidance, INSET, phase meetings, exemplification, modelling of learning or challenge ensuring the LAT benchmarks are used as reference points for minimum expectation. This includes follow up and review against identified progress and expected time scales.
- Maintain high standards of attainment and achievement through the effective monitoring of pupil progress across each phase. Monitor pupil progress meetings with teachers, lead professional dialogue, maintain minimum expectations and ensure actions are being taken to ensure rapid progress or sustained progress of children where needed;
- Monitor assessment and recording procedures, ensuring that middle leaders undertake agreed procedures in line with school strategies and this is impacting directly on children's learning and progress;
- Maintain records of non-contact and actions taken (in line with agreed priorities) to report the impact to the Leadership team on the quality of teaching, standards and actions taken to address areas for development in each year group/phase with clear milestones.

**Day-to-Day management:**

- Ensure the phase has access to appropriate resources (practical and human) to deliver lessons effectively and that resources are appropriately deployed.
- Ensure the ethos and expectations of Lion Academy Trust Teaching and Learning Strategy are delivered in each specific year group/phase in reference to environment, behaviour and attitudes that exemplifies our high expectations on our staff and children.
- Take responsibility for addressing and reporting Safeguarding and Health and Safety issues as they arise in school in line with school policy. To raise awareness of Health

and Safety issues amongst staff and ensure compliance.

- Maintain and lead on ensuring high standards of pupils' behaviour and discipline, within the framework of the school policy and support and challenge other staff as necessary to facilitate high quality learning and a safe environment for all children.
- Ensure that new teachers or staff members covering classes are familiar with lesson plans, expectations and year group procedures in order to be able to carry out their responsibilities effectively.

**External liaison:**

- Liaise with relevant external agencies as appropriate, on specific teaching and learning issues relevant to your responsibility areas.
- Liaise effectively with parents/stakeholders/other schools to ensure excellent relationships between home and school in order to improve pupil's learning and behaviour. This includes being proactive in solving issues and reflecting a high stakeholder service to ensure that the relationships with parents and stakeholders impact positively on all pupil's outcomes.

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This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

<b>Appointed Candidate's Name:</b>	<input type="text"/>
<b>Date of Appointment:</b>	<input type="text"/>
<b>Signature of Appointee:</b>	<input type="text"/>

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.