

JOB DESCRIPTION

The post holder is required to undertake the professional duties and responsibilities of an Assistant Headteacher, as set out in the current School Teachers' Pay and Conditions document.

The post holder is expected to uphold the professional code of the General Teaching Council for England, as well as the school's behaviour code of conduct for staff.

JOB PURPOSE

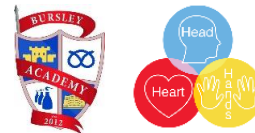
- To work closely with the Headteacher to promote the vision, values and ethos of the Academy in line with agreed school policies.
- To support the Headteacher and SLT in the management of all aspects of the life and work of the Academy and to take a major role in the day to day running of the Academy.
- Implementing and monitoring effective curriculum provision, ensuring it is consistently applied across the school.
- To support the Academy's drive for high academic standards as an essential part of developing children who are ready for their next step in education.
- To co-ordinate and liaise with outside agencies as required to effectively support all pupils.
- To maintain a presence around the school to ensure that the highest standards are upheld.
- To maintain a teaching timetable as directed by the Headteacher, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.
- To be part of the Designated Safeguarding Team within the school.
- To contribute to the strategic leadership of the school, developing, implementing and evaluating systems, policies and procedures.
- To contribute to discussions and decisions at Senior Leadership Team meetings.
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate.
- To be active in issues of staff and pupil welfare and support.
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.
- To provide professional leadership which secures the success and improvement of the school.
- To assist with the appointment and induction of new staff.
- Undertake such reasonable activities as the Head may from time to time require.

Supporting Strategic Direction and Development of the Academy

- Working with the Head to contribute to a strategic view for the Academy.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- Work with outside agencies and stakeholders to inform future action.
- Build positive, respectful, professional relationships with staff, to appropriately balancing support and accountability for all staff.
- To contribute to the School Development Plan and the school SEF; through identification of appropriate priorities, ensuring that; pupils achieve high standards, make progress, are safe and enjoy their learning.
- To monitor evaluate and review the effectiveness of the school's policies and priorities.
- To lead key areas of school self-evaluation and monitoring as directed by the Headteacher.
- To work with all stakeholders to continue to implement the school's crucial knowledge curriculum model.

Teaching and Learning

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Head to sustain high expectations and excellent practice in teaching and learning throughout the school.



- Monitor and evaluate the quality of teaching and standards of pupil's achievement.
- Promote high expectations for attainment, conduct and the retention of knowledge through teaching and learning sequences.
- Monitor the progress made in achieving plans and targets and evaluate the effect on teaching and learning.
- To have a sound knowledge of local, national and international research and initiatives that support excellent classroom practice.

Leading and Managing Staff

- Working with the Head to lead, motivate, support, challenge and develop all staff to secure continual improvement, including his/her own continual professional development.
- To support in Performance Management of all staff and all inductions of new staff.
- To lead Teaching Assistants in performance management and training development.
- To lead on the continued implementation of the Head, Heart, Hands, crucial knowledge Curriculum Framework.
- To ensure effective working relationships between staff are formed and maintained
- To support other staff members in their professional development

Direct leadership

- To work with the headteacher and SLT to implement, monitor, evaluate and review the curriculum provision in order to identify areas for further improvement.
- To lead, alongside the headteacher, the Academy's procedures for assessment and moderation of pupil progress and retention of crucial knowledge.
- To work directly with a fellow assistant head, Senior teachers and staff on the development and implementation of a range of school priorities and systems.

Efficient and Effective Deployment of Staff and Resources

- In consultation with, and by the direction of the Head, deploy people and resources efficiently and effectively to meet specific objectives in line with the Academy's plan and financial context.
- To support co-ordination of the organisation and management of the school timetable, in liaison with Senior Leadership (SLT) team.
- To manage cover on a day to day basis, including the direction of the academy PPA teacher.
- In partnership with fellow assistant head ensure the effective deployment of teaching assistants support to maximise impact on the development of pupils.

Accountability

- In partnership with the Head and Senior Leadership team, provide professional leadership and management of directed responsibilities across the school.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- To provide clear and effective information for a range of stakeholders as needed.
- In partnership with other senior leaders ensure effective teaching and learning, improvement in standards and achievement of value for money.

Please note that the above information is illustrative of the general nature and level of responsibility for the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be directed to do other duties appropriate to the level of the role.