



**Assistant Headteacher/Class Teacher  
Teaching & Learning  
Job Description**

**Post commences:** September 2023  
**Line manager and Performance Management:** Headteacher  
**Pay:** L1 to L5 (0.5 FTE)/Mainscale (0.5 FTE) + Outer London

This job description is to be read in conjunction with the National Professional Standards for Teachers as appropriate to the relevant level.

The role will carry with it a 0.5 FTE teaching commitment. This presents a great chance to lead teaching and learning by example, inspiring both staff and children. It is a fantastic opportunity for not only aspiring new leaders who are ready to make the next step in their career but also those who are experienced leaders with a passion for teaching and learning and all that is involved in ensuring and outstanding quality of education for our children at Grove Park.

**Accountability:**

- Provide information, advice and support to parents, carers about their child's progress and development
- Develop and maintain good relationships with parents and the local community
- Develop effective relationship with the Governing Board, provide information and attend meetings as required
- Liaise effectively with the other Assistant Heads to ensure consistency
- Model outstanding teaching and learning to ensure excellent outcomes for pupils across the school

**Responsibilities include:**

- Support the Headteacher in the strategic development of the school
- Keep abreast of current educational developments
- Contribute to the development and implementation of the educational vision which enables effective teaching and successful learning
- Assist in the monitoring and evaluation of school policy and practice
- Demonstrate and promote a high quality of teaching and learning both in the classroom and throughout the school
- Participate in the school's performance management procedures including the formal annual review for a given selection of teachers and teaching assistants.
- Establish and monitor standards of behaviour throughout the school in line with school policy.
- Share responsibility for organising and leading assemblies
- Share responsibility with the Senior Leadership Team and staff for school evaluation and improvement
- With the other Assistant Heads, hold a strategic overview of teaching, learning and assessment and staff who have responsibilities for a range of subjects
- Actively participate in the recruitment of staff

### Specific responsibilities relating to the strategic leadership of Teaching & Learning:

- With the other Assistant Head and SENCO, to be responsible for the continuing growth and development of high-quality teaching and learning across the school;
- To ensure the school's mission and vision for outstanding teaching and learning is understood by all stakeholders;
- Effectively communicate with colleagues and the wider school community with particular reference to the Quality of Education as outlined in the OFSTED framework;
- To work with the Headteacher to ensure the school's teaching and learning is ambitious, creative and effectively assessed and monitored;
- To work with the other Assistant Heads/SENCO to ensure all pupils consistently achieve highly, particularly the most disadvantaged and pupils with SEN;
- To work with the other Assistant Heads/SENCO and Class Teachers to ensure that the Grove Park's Quality of Education gives all children the knowledge and cultural capital they need to succeed in life;
- Ensure teachers use assessment in all its forms effectively, to help pupils embed and use knowledge fluently, or to check understanding and inform teaching;
- Ensure all children access the best possible teaching and provision, that is appropriate to their needs, promotes high standards and fulfilment of their potential;
- To lead and support teachers, TAs and Subject Leaders to continue to develop the school's teaching and learning within national frameworks, the aims of the school and the School Development Strategy (SDS).

### School responsibilities

- Take assemblies on a rota basis as agreed
- Lead phase(s) within the school (if required)
- Undertake playground and lunch duties as required
- Attend leadership meetings, Team/Phase meetings, admin meetings, curriculum development meetings and INSET on a regular basis
- Attend Governing Board meetings as an observer (as needed)
- Be involved in the wider life of the school and an active team member
- Respect the needs of the cleaning staff
- Liaise with colleagues in and outside school in order to provide high quality provision and care for all pupils
- To monitor provision and practice for equal opportunities; race equality and related issues across the school
- Any other requirement of the Headteacher, analogous to the role of assistant Headteacher



**Assistant Headteacher/Class Teaching Role  
Teaching & Learning  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Qualifications/ Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Qualified teacher status</li> <li>▪ Evidence of continuing professional development relating to school leadership and management, and/or curriculum/teaching and learning</li> <li>▪ Ability to identify own learning needs and to support others in identifying their learning needs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership CPD/training</li> </ul>
<b>2. Experience</b>	<ul style="list-style-type: none"> <li>▪ At least 3 year's of successful primary education teaching in the UK</li> <li>▪ Evidence of successful middle leadership</li> <li>▪ Consistently excellent classroom practitioner</li> <li>▪ A passion for all aspects of education in the primary phase</li> <li>▪ Experience of leading a successful whole school initiative</li> <li>▪ Knowledge and understanding of the OFSTED Framework 2019</li> <li>▪ Experience of leading and managing Support Staff</li> <li>▪ Delivering successful CPD</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of successful senior leadership</li> <li>▪ Involved in appraisal system for staff</li> <li>▪ Experience of implementing innovative curriculum change</li> </ul>
<b>3. Strategic Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ability to articulate and share a vision of primary education within the context of the school's aims</li> <li>▪ Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> <li>▪ Evidence of successful strategies for planning, implementing, monitoring and evaluation whole school improvement</li> </ul>	
<b>4. Accountability</b>	<ul style="list-style-type: none"> <li>▪ Experience of responding to the needs of stakeholders</li> <li>▪ Experience of communicating effectively, orally and in writing, to a range of audiences – e.g. staff, pupils, parents &amp; governors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of presenting reports to governors</li> </ul>
<b>5. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>▪ Being kind and empathetic</li> <li>▪ High expectations of pupils' attainment and progress</li> <li>▪ A passion for all aspects of teaching and learning</li> <li>▪ Ability to support staff and be a good listener</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"><li>▪ Ability to build and maintain good relationships</li><li>▪ Ability to remain positive and enthusiastic when working under pressure</li><li>▪ Ability to organise work, prioritise tasks, make decisions and manage time effectively</li><li>▪ Good communication skills</li><li>▪ Loyalty and ability to respect confidentiality</li><li>▪ Good interpersonal skills</li><li>▪ Stamina and resilience</li><li>▪ Effective ICT skills</li></ul>	