



Job Description

Job Title	Assistant Head Teacher
Pay scale	Leadership scale Pt10 - P14
Location	Connaught Special School
Responsible to	Head Teacher
Purpose	<ul style="list-style-type: none">■ Shared leadership of the school as a member of SLT.■ Quality of teaching, learning, assessment and pupil progress across the school.■ Manage staff performance and improve the professional skills of colleagues.■ Day-to-day leadership, organisation and management of staff and pupils.■ Year group leader, responsible for pupils' progress and attainment.■ Lead on curriculum and assessment in the year group, including analysis of data.■ Strategic leadership of a curriculum area.■ Teach to an exemplary standard.
Job context	This role involves working as part of the Senior Leadership Team (SLT) at the school, and being a senior leader within the Learning in Harmony Trust, setting the strategic direction, focusing on school and Trust priorities, improving the quality of teaching and learning, and developing the aspects of school life for which you are accountable.
Key areas of responsibility	
Shaping the future	<ul style="list-style-type: none">● Share, articulate and contribute to the school's vision for the aspirations and improvement of the school and the Trust.● Lead on school improvement planning, taking account of the agreed priorities and contributing to the identification of key areas of strength and weakness.● Establish the policies through which the school's aims and objectives shall be achieved, monitoring and evaluating systems, policies and procedures.● Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.● Develop and enhance the culture of teamwork, in which the views of all members of the school community are valued and taken into account.



	<ul style="list-style-type: none"> • Contribute to the self-evaluation of the school. • Attend leadership team meetings as required.
Leading teaching, learning & assessment	<ul style="list-style-type: none"> • Lead a designated subject area, monitoring and evaluating the quality of teaching and learning, and its impact on pupil progress. • Lead a year group team, focusing on high quality teaching and learning through a culture and ethos of challenge and support. • Ensure uniform curriculum coverage and similarity of delivery within your team. • Provide staff training to ensure teaching and learning is effective. • Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and standards improve. • Use data and benchmarking to set targets and monitor progress across the school, ensuring that underachievement is challenged at the earliest opportunity. • Develop and enhance a rich curriculum which meets the needs of all pupils. • Implement strategies to promote high standards of behaviour. • Exemplify and share best practice across the school.
Developing self and managing others	<ul style="list-style-type: none"> • Set high expectations for your own performance and that of others. • Coach and develop staff to maximise the impact of teaching and learning. • Engage in relevant Continued Professional Development activities. • Contribute to the development of collaboration within the school and Trust. • Monitor and evaluate standards of teaching and learning across the school. • Lead, manage and organise meetings as appropriate in support of the school's aims. • Support the school's ethos, promoting its values and principles. • Make a distinctive contribution to the wider school team. • Motivate and inspire colleagues.
Managing the organisation	<ul style="list-style-type: none"> • Have the confidence and ability to make management and organisational decisions. • Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner. • Ensure that day-to-day matters are well organised, with events communicated to colleagues and parents and recorded in the diary well in advance • Ensure the learning environment and pupils' behaviour promotes effective learning and a positive experience of school. • Develop action plans in specific areas of responsibility, in order to bring about improvements. • Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities. • Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.



	<ul style="list-style-type: none"> • Ensure that equal opportunities for pupils and staff are effectively promoted. • Keep up to date with safeguarding as a Designated Safeguarding Lead and attend meetings as required.
Securing Accountability	<ul style="list-style-type: none"> • Work with SLT to secure improvement through the annual appraisal process; take responsibility for the performance management of identified staff. • Improve staff performance and manage the differing experiences and aspirations of staff by mentoring, coaching and challenging performance • Support staff in understanding their own accountability. • Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the School Improvement Plan. • Contribute to the reporting of the performance of the school to parents/carers, governors and other key partners as necessary.
Strengthening community	<ul style="list-style-type: none"> • Respond to the range of needs within the school community. • Contribute to the development of the school within the community. • Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community. • Promote and model excellent relationships with parents/carers, based on involving parents as partners, to support and improve pupils' achievement.
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> • Undertake any training commensurate with the post. • Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. • Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Trust's business.</p> <p>This job description does not form part of the contract of employment.</p>