



## TEACHING STAFF JOB DESCRIPTION

<b>ROLE TITLE</b>	Assistant Headteacher
<b>CONTRACTED HOURS</b>	Full time
<b>LOCATION</b>	Glensford Primary Academy (may be deployed across the Trust)
<b>GRADE / SCALE POINT – SALARY</b>	Leadership Scale 1-5
<b>REPORTING TO</b>	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 in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

### KEY TASKS & RESPONSIBILITIES

#### Core Responsibilities

- To have a teaching commitment of 0.5 in Year 6.
- To lead KS2.
- To be a champion of our CUSP curriculum across the school.

#### Strategic Direction and Development of the School

- To assist in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.

- To play a role in setting aims and objectives for the school and in formulating the School Improvement Plan along with other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.
- To assist the headteacher in school self-review and evaluation.
- Publicly supporting all decisions of the Headteacher and Governing Body.

### **Teaching and Learning**

- Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff.
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.

### **Leading and Managing Staff**

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- To be an exemplar of all school policies and practices.
- To support the Headteacher to lead in Performance Management of all teaching staff.
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff, in line with the school improvement plan and performance management.

### **Deploying Staff and Resources**

- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of TAs and supply staff.
- To participate in recruitment and selection, as agreed by the headteacher.

### **Specific Responsibilities**

- Deputise for the Headteacher and Deputy Headteacher when they are both absent.
- Take a role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required.
- Contribute to a positive ethos for learning.
- Promote the values and achievements of the school to the community.
- Support the Headteacher and Governors in annual budget planning and monitoring.
- To take whole school assemblies when required.
- Undertake such reasonable activities that the Headteacher and governors may from time to time require.

### **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 wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested by the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.



### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Undergraduate degree</p> <p>Relevant teaching qualification</p> <p>English and Mathematics at G.C.S.E./'O' Level or equivalent and/or sound Literacy and Numeracy skills (ITT accreditation test level)</p> <p>Evidence of further professional development</p>	<p>Management training</p>
<b>Experience and Knowledge</b>	<p>Successful teaching experience in the primary age range.</p> <p>Substantial knowledge and understanding of learning and teaching at Key Stage 2.</p> <p>Recent experience of working successfully as a senior or middle leader in a school.</p> <p>Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self-evaluation and school improvement.</p> <p>Experience of teaching in more than one key stage.</p> <p>Experience of data analysis.</p> <p>A clear understanding of the essential qualities necessary for effective teaching and learning.</p> <p>The principles of effective assessment for learning.</p> <p>Confident in whole school self-evaluation.</p> <p>Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.</p> <p>Up to date knowledge &amp; understanding of the current national education agenda.</p> <p>Knowledge of current safeguarding child protection procedures.</p>	

<b>Key Skills and Attributes</b>	<p>Demonstrate outstanding practice.</p> <p>Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.</p> <p>Inspire, challenge, motivate and empower others to carry the vision forward.</p> <p>Lead and manage people to work towards common goals.</p> <p>Ability to investigate, resolve problems and make decisions.</p> <p>Positive disposition to implements the School's educational vision.</p> <p>Willingness to work to secure high attainment for all children in the relevant class.</p>	
<b>Leadership</b>	<p>Ability to promote and ensure the school priorities are understood and acted upon by individuals in their team.</p> <p>Understanding of the management of change processes</p> <p>Ability to maintain a consistent and continuous focus on pupil achievement</p> <p>Ability to delegate appropriately and hold others accountable while at the same time accepting accountability for the outcomes of the designated class.</p>	
<b>Other Qualities</b>	<p>Able to develop genuine, empathetic relationships with young people.</p> <p>High personal standards in terms of attendance, punctuality and meeting deadlines</p> <p>High level of personal organisation skills</p> <p>Good communication skills, both written and spoken</p> <p>Solution focused disposition and a positive attitude particularly to challenge and change</p> <p>Understanding of and commitment to Equal Opportunities issues and principles and the need to apply an equal standard of care to all pupils</p>	

	<p>Positive disposition towards inclusion of all pupils including those with learning difficulties in mainstream learning and education</p> <p>Able to work as part of a broader inclusion and pupil support system</p> <p>Ability to work as a team player and supportive of team working</p> <p>Ability and willingness to develop own understanding and capability through advice and training</p> <p>Ability to work without constant supervision, to provide assistance as and when required, to seek tasks when unoccupied and think clearly and calmly in an emergency</p> <p>Understanding of the principles of accountability and quality assurance to achieve best possible pupil outcomes.</p>	
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