

|  |
| --- |
| **JOB DESCRIPTION**Assistant Headteacher |
| **PLACE OF WORK:**Robert Wilkinson Primary Academy | **CURRENT GRADE:**Leadership Scale 1 to 5Teaching Commitment 0.6 / Leadership Responsibility 0.4 (Flexible according to school need) |
| **REPORTS TO:**Headteacher  |   |
| **1.** | **MAIN PURPOSE OF JOB**Work with the Headteacher and the SLT of the School to provide professional leadership for the School which builds on the recent success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement. Specific responsibilities will includeDriving the leadership of great teaching and learning across the school and ultimately improving outcomes for all pupils.Using knowledge of assessment, monitoring and analysis of pupil outcomes to lead in curriculum development across the School and the CPD development for all teaching staff |
| **2.** | **KEY TASKS** |
|  |  | To carry out the duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document and subject to any amendments due to government legislation. This includes any duties as may be reasonably directed by the Headteacher. |
|  |  | To carry out the duties of the Assistant Headteacher and to support the Headteacher in the day to day organisation of school systems and values |
|  |  | To be committed to and actively promote the school’s equal opportunities policy. To uphold the school’s principles and policies which underpin good practice and the raising of standards |
|  |  | Act as a positive role model to staff, maintaining high professional standards and high levels of care. |
|  |  | Establish and maintain effective communication systems with teaching and support staff. |
|  |  | Work with the Headteacher, the governing body and SLT to develop a strategic view for the school, analyse and plan for its future needs and further development. |
|  |  | To demonstrate excellent inclusive practice for all pupils. |
|  |  | Work with the Headteacher and SLT to establish commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.  |
|  |  | Work with the Headteacher to develop and implement a strategic plan, underpinned by sound financial management and a range of data, which identifies priorities and targets for school improvement. |
|  |  | Work with the Headteacher to establish an ethos which promotes effective teaching and learning across the whole School and which sustains improvement in the development of and outcomes for all pupils. |
|  |  | To support the quality of teaching and learning across the School by offering support to staff who may require it. |
|  |  | To monitor and evaluate teaching and learning provision and progress made in achieving targets of identified pupils with additional needs and other vulnerable groups. |
|  |  | Support the maintenance of effective teaching and learning by:Observing teaching and learning in order to support and develop colleagues to meet personal and professional targetsMonitoring planning and pupil’s work Analysing pupil progress using tracking systems to set targets and inform school improvement. |
|  |  | To understand and hold a key role in the development of the assessment systems across the School and end of key stage data collection and analysis at all stages |
|  |  | Present a clear and accurate account of pupil performance e.g. a core subject, specific groups of children, for a range of audiences including governors, the LA, OFSTED and others. |
|  |  | Support SLT and the wider school team to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning and holds the schools SRR (Safe Respectful and Ready to Learn) ethos at its core and grows a joint understanding across all professionals |
|  |  | Lead and contribute to the professional development of staff through leading by example, providing support and leading INSET/CPD as appropriate for all teaching staff including Assistant Teachers |
|  |  | Provide information, objective advice and support to the governing body to enable it to meet its responsibilities. |
|  |  | Comply with all School and Trust policies and procedures. |
|  |  | To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust’s appraisal process. |
|  |  | Any other reasonable duties commensurate with the level of the post. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**Teaching and Learning related performance management for Class Teachers & Support Staff   |
| **4.** | **SPECIFIC AREAS OF RESPONSIBILITY**To lead and shape high quality teaching and learning across the School.To share responsibility for the assessment procedures throughout the School and the overall outcomes for pupils. |