

Grange Primary School



Job Description

Name:

Job title: Assistant Headteacher (Key Stage 2 Lead / Maths Strategic Lead)

Salary Scale L5-9

Responsible to Headteacher and Deputy Headteacher

Line managed by Deputy Headteacher

Purpose of Job

- In conjunction with the Headteacher and senior leadership team, provide the vision and effective leadership and management that will enable the school to develop further throughout periods of change, continually reflecting on and improving standards of the school environment, safety, wellbeing, emotional regulation and academic achievement.
- To be an inspirational leader that creates an ethos and culture of high staff morale, high expectations and positive climate, supporting all staff effectively through change, leading with integrity, creativity, resilience and clarity.
- To be an active member of the School's Senior Leadership Team and Leadership Team, making a significant contribution to the strategic planning, development and direction of the school.
- To assist the Headteacher and Deputy Headteacher in leading, motivating and enabling staff to provide the highest standard of education for all pupils.

Main Duties / Responsibilities

As a member of the Senior Leadership and Leadership Teams:

To meet the requirements of a teacher as set out in the School Teachers Pay and Conditions Document and the Professional Standards for Teachers

- To play a key role in developing, implementing and demonstrating the school's vision, values and mission.
- To make strategic evaluations of teaching, learning and personnel issues, acting as a supportive and motivated assistant to the Deputy Headteacher and Headteacher, contributing to the accurate evaluation of the overall effectiveness of the school through keeping up to date with current knowledge and understanding of education and accountability systems.
- To support and represent the school at meetings as and when required, and plan and chair meetings when appropriate.
- To develop and maintain effective relationships and communication with all stakeholders and the wider community, including parents/carers, governors, Local Authority and other external agencies and partners, providing reports and information required and supporting the positive image of the school.
- Undertake and take responsibility for duties as delegated by the Headteacher, including delegated duties as appropriate in the absence of the Deputy Headteacher and Headteacher.
- Play a key role in developing the School Development Plan, ensuring its effective implementation and carrying out appropriate monitoring activities and evaluations against the success criteria, and using this to identify future priorities for developments.
- Play a key role in ensuring the school complies with all relevant legislation.
- To take an active role in communicating their views regarding current policy, practice, procedures and workload in an appropriate forum and using the appropriate channels.
- Attend parent/carer evenings, acting as a leader who is available to discuss any concerns and provide assistance.
- To lead by example as a teacher and leader, achieving high standards of pupil attainment, behaviours and motivation through effective teaching.

Developing Self and Others:

- To lead the professional development of all staff through example, support and target setting – providing opportunities for staff to undergo training, as well as undergoing training themselves.
- Contribute to the audit of staff development, training needs and the setting of PD days and staff meetings, reviewing the effectiveness of these in order to improve upon them continuously.

- Conduct appraisals of staff, setting targets to assist with improvements and providing positive feedback to promote staff empowerment.
- To take responsibility for own professional development and keep up to date with recent developments in education and good practice.

Specific Responsibilities for the Team Leader role –Key Stage 2 Lead

- To maintain an accurate overview of the curriculum for their key stage including working closely with the Deputy Headteacher to plan and evaluate the curriculum and meeting with year group teams weekly to support the planning of the curriculum.
- To support teachers with timetabling to ensure that adequate time is spent on areas of the curriculum.
- To work alongside the school business manager to promote health and safety in relation to jewellery. Hold conversations with parents when needed to support this.
- To maintain up to date knowledge regarding the statutory assessment arrangements for their phase and be able to use this to plan and organise these assessments appropriately.
- To play a key role in ensuring the effective and accurate implementation of policies and practices for assessing, recording and reporting pupils' attainment and progress, particularly within their team, ensuring these are implemented effectively and accurately, providing support where necessary or liaising with other leaders within school.
- To support and monitor teachers in using assessment data to set clear and challenging targets for pupil achievement and improvement where appropriate, including groups, and monitor progress towards them, ensuring appropriate interventions are put in place as necessary through discussions during Pupil Progress meetings.
- To support staff within the team in the early identification of children with Special Educational Needs and vulnerable children, with support from the SENDCO.
- To monitor and evaluate the quality of teaching within their team, in partnership with the Deputy Headteacher and Headteacher, contributing to self-evaluation and reporting to key stakeholders, including governors.
- To implement appropriate strategies for improving and sustaining high standards of teaching and learning within their team.
- To enable individual team members to develop their practice, through appropriate support, coaching and challenge, implementing specific support required identified through effective monitoring and evaluation.
- To liaise, as necessary, with other senior leaders and managers within school, to ensure consistency, continuity and progression throughout school.
- To be responsible, in partnership with other leaders, for effective transition between Teams and Key Stages and other schools.
- To establish, allocate, deploy and maintain staff and resource needs, including teaching assistants within the team with maximum efficiency, to meet the objectives of the school and to ensure value for money, advising the leadership team accordingly and managing a delegated part of the capitation budget.
- To organise the lunchtime arrangements for the school in partnership with the KS1/EY Stage Lead. This includes liaising with the school catering partner, organising the lunch arrangements in the hall and organising lunch time arrangements for staff.
- To organise children's outdoor activity sessions so they are adequately staffed and work closely with the teacher responsible for this to ensure an effective range of activities are in place.
- To ensure there is effective communication when a member of staff is absent to ensure all staff they work with are aware of the absence.
- To work with teaching assistants to organise and approve time in lieu for their team to ensure there is still adequate cover in school.
- To monitor and oversee parent/carer events, theatre visits, visitors, educational visits and the budgets associated with these for their team, updating stakeholders as required.
- To personally promote, develop and support staff to build professional relationships with parents/carers, through discussions, resolving conflicts and planning opportunities to seek views both formally and informally.
- To maintain effective communication with all stakeholders via the school's website and social media, ensuring that class pages, class twitter accounts and class Dojo are effective in promoting their team.
- To maintain an overview of the standard of remote education in their team and communicate with the Deputy Headteacher regarding this.
- To ensure class and team environments are well organised, bright and stimulating, effectively supporting children's learning, life skills and values.
- To oversee all operational aspects of the team organisation and management, to support the day to day running of the school including the organisation of cover for individuals in the team.
- To oversee celebration events for their Key Stages.
- To work with the KS1/EY Lead and the teacher responsible for RE to map out the assembly map for the year.
- To be responsible for the induction of new staff to the team, providing/overseeing support and coaching.
- To create a positive team spirit, delegating and negotiating, when necessary, with sensitivity.

Specific Responsibilities for the Maths Strategic Lead role:

- To be responsible for the leadership and management of the Maths curriculum throughout school ensuring the National Curriculum requirements are met as well as statutory assessment points, working in partnership with the Maths Lead (TLR).
- To ensure the SDP reflects appropriate priorities and plans for maths, providing support and challenge to the Maths Lead.
- To lead on disseminating appropriate strategies for improving and sustaining high standards of teaching and learning, ensuring staff have appropriate subject knowledge, by monitoring provision throughout the school through school self-evaluation monitoring and evaluations in partnership with the Maths Lead.
- To lead in the tracking and analysis of maths data within the school and use this to inform priorities ensuring continuity and progression across year groups, reporting to the Deputy Headteacher.
- To ensure the Staff Handbook is updated as appropriate to ensure staff have access to clear, relevant guidance to ensure consistency, providing support and challenge to the maths lead.
- To keep up to date, advise on and implement developments in the Maths curriculum, working in partnership with the Maths Lead.
- To work with the Deputy Headteacher and Maths Lead to ensure planning and marking systems are effective.
- To ensure Local Authority and any external support meetings (incl. Maths Hub) for Maths are attended and ensure information is disseminated as appropriate.
- To support the Maths lead to manage a delegated budget, which has been identified according to needs, based on secure school-self-evaluation.
- To update stakeholders on the effectiveness of provision for all pupils in partnership with the Maths lead.
- Support the leadership development of the Maths Lead.

This job description will be reviewed annually as part of the appraisal process, or more frequently if necessary, as the needs of the school change and develop. The changes will be made appropriate to the grading of the post and in discussion with the post holder.

Grange Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures. An enhanced DBS check will be required.

Signed:

Date: