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| **Job title: Assistant Head Teacher** | **Status:** Permanent |
| **Team:** Senior Leadership | **Reports to: Head/Deputy Head Teacher** |
|  | **Direct reports:** |
| **Department: Senior Leadership Team** | **Departmental budget holder: Y** |

**Position context:**

**Our purpose:** To inspire our family of schools to provide opportunities for our pupils, staff and leaders to be the best they can be; to create a passion for lifelong learning; to enable our pupils to become confident and impactful world citizens.

**Position purpose:** The Assistant Head Teacher is to take a central role in assisting the Head Teacher, Deputy Head Teacher and Governing Body to develop our school in accordance with its shared values and our school development plans.

**Position accountabilities:**

| **Accountability** | **Key activities** |
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| Strategy | * + Is aware of and understands the ELAT Vison, Mission and Values   + Can clearly describe how Hacton Primary School fits into the ELAT family   + Will communicate and champion ELAT and Hacton Primary School plans with direct reports |
| Planning | * Carrying out relevant strategic planning within the cycle and framework of agreed school procedures, and monitoring, evaluation and reporting planning outcomes * Managing relevant resources, including designated budgets efficiently and effectively in accordance with the financial regulations of the School * Work alongside the Head Teacher and Deputy Head Teacher, staff and governors, in the development, implementation and review of school improvement plans. This will include regular monitoring and evaluation of standards and quality of provision. * Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice, coaching and mentoring for teaching and learning staff. * Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils. |
| Delivery | * Assume responsibility for both class and non class-based activity and model good practice, develop relationships, support training and development and ensure first quality teaching. * Promote and deliver a high-quality, exciting and engaging curriculum which focuses on wellbeing, progress and achievement for all children. * Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher. * Ensure current knowledge to improve pedagogy across the school. * Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation. * Teaching the pupils and classes that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work * Membership of the Senior Leadership Team of the School which will include a share of common SLT responsibilities such as: the daily duty team, lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development * Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated area of responsibility |
| People Management / Organisational Development | * Be an outstanding teacher who is able to positively encourage and support all members of staff. * Work in close partnership with the Head Teacher and Deputy Head Teacher to secure the smooth running of the school and in actively building and implementing agreed school policies. * Work in very close partnership with and support the Head Teacher in the effective day to day management of the school and school community. This will include recruiting and inducting staff, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening and responding to the views, needs and requests of children, staff, parents, governors and visitors. * Provide leadership in the development and management of all teaching and learning and work with staff to develop a strong learning environment that emphasises high expectations, academic achievement and behaviour. * Work with the Deputy Head Teacher to provide CPD opportunities for staff ensuring their needs are identified and met through high quality training. * Monitor the effectiveness of teaching and learning through lesson observations and book looks. Effectively report the outcomes and use these to aid the planning of next steps and future actions. * Effective line management of designated staff, which may include direct observation of teaching, learning and professional practice, training and continuing professional development * Organising and taking part in the quality assurance procedures of the School – for example the cycle of departmental and thematic review and making sure that quality assurance mechanisms are in place for the designated responsibility area/s |
| Information Management and Reporting | * + The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement and reporting to parents, students and governors |
| Data Protection | * + Primary liaison for Data Protection within the School. Acting as link to the DPO on all related matters   + All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the Trust’s procedures, or use personal data held on others for their own purposes. |
| Health and Safety | * + Hold responsibility to avoid action that could threaten the health or safety of themselves, other employees, customers or members of the public. |
| Good Citizenship | * + Holds personal accountability in ensuring continual focus on enhancing the staff and pupil experience through actions, words and behaviour. Our pupils are the most important members of our institution and must be treated as such |

**Key Stakeholders:**

Internal:

Head Teacher and SLT members

Trustees and Board members

Direct Reports

Pupils

Staff

External:

Parents / Carers

Related agencies (LBH, ESFA etc)

**Knowledge, skill and experience requirements**

Essential:

The ability to lead and manage the school team effectively and work with other professionals and agencies

Ability to deliver well planned, organised and innovative lessons

The ability to lead, model and manage positive behaviour, good order and assertive discipline

The ability to manage school information and data for recording, monitoring, evaluation and reporting

Experience in leading curriculum development and manage innovation and change

Know how to use information and data to set targets, raise attainment and achievement

An understanding of how children and young people learn develop and progress through life stages and events

Knowing how to manage the health and safety policy and promote and safeguard pupil welfare

Qualified Teacher Status

Exceptional interpersonal skills

Desirable:

Proficient in the use of ICT

Post threshold teacher status

Evidence of continuing professional development

Experience of school-based software systems

**Key behaviours:**

Demonstrate and role model Trust values which are:

* ***Passion***
* ***Respect***
* ***Inclusion***
* ***Challenge***
* ***Openness***