



**Heygarth Primary School**  
**Assistant Headteacher**  
**Job Description**



**General**

Contribute to the development of the school with an emphasis on aspiration and attainment, delivered through strong classroom practice. All staff will demonstrate those requirements which characterise effective schools - a commitment to education, to the needs and rights of all pupils and to the development of the school's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The school's ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

**Purpose of the job**

To teach designated pupils and to undertake associated pastoral and administrative duties as well as other general responsibilities in the school as agreed with the Headteacher.

**Responsible to:**

The Headteacher.

**Employment Duties**

- To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document.
- To keep up to date with all areas of the curriculum within the primary age-range and to support colleagues by sharing professional expertise and understanding.

**Particular Responsibilities**

- Plan, prepare and deliver instructional activities that facilitate active learning experiences;
- Develop lesson plans in the short and medium term;
- Establish and communicate clear objectives (Learning Questions) for all learning activities;
- Prepare stimulating, organised learning environment at all times;
- Provide a variety of learning materials and resources for use in educational activities;
- Identify and select different instructional resources and methods to meet pupils' varying needs;
- Instruct and monitor pupils in the use of learning materials and equipment;
- Use relevant technology to support instruction;
- Observe and evaluate pupils' performance and development;
- Assign and level class work, homework, tests and assignments;
- Provide appropriate feedback on work in line with school policy;
- Encourage and monitor the progress of all pupils;
- Maintain accurate and complete records of pupils' progress and development;

- Update all necessary records accurately and completely as required by laws, district policies and school regulations;
- Prepare required reports on pupils and activities;
- Manage pupil behaviour in the classroom by establishing and enforcing rules and procedures;
- Maintain discipline in accordance with the rules and positive behaviour management systems of the school;
- Apply appropriate disciplinary measures where necessary;
- Perform certain pastoral duties including, but not limited, to pupil support, counselling pupils with academic problems and providing pupil encouragement;
- Participate in extra-curricular activities, such as social activities, sporting activities and after school clubs;
- Participate in year group / band and staff (Professional Development) meetings and parent meetings;
- Communicate necessary information regularly to pupils, colleagues and parents regarding pupil progress and pupil needs;
- Keep up to date with developments in subject areas, teaching resources and methods and make relevant changes to instructional plans and activities;
- To supervise the work of Teaching Assistant(s) relevant to the class.

### **Subject Leader Role**

- To work with the Headteacher and the Core/Creative/Inclusion team to and advise on aims, policies and resource issues for an agreed area of the curriculum.
- To maintain an overview of the identified curriculum area of Subject Leader at Foundation Stage, Key Stage 1 and 2 and to advise colleagues accordingly.

### **Upper Pay Scale Role**

- In addition to the above, to make a substantial and sustained contribution to the school both within and beyond the curriculum.
- To be a role model for teaching and learning and make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team.

## **KEY TASKS**

### **Class Teacher Tasks**

- Administrative duties - marking of registers;
- The planning of work matched to the individual needs of the children and within the school's agreed policy and schemes of work;
- The assessment and recording of pupil's achievements progress within the statutory requirements and those of the school's assessment policy.
- Contribution to meetings and discussions necessary to ensure the co-ordination of the work of the school as a whole.

### **Subject Leader Tasks**

- Work co-operatively with the team responsible for Teaching and Learning (TLR team) in the planning, delivery and evaluation of the Subject Leader curriculum area.
- Contribute to decision making regarding best practice in terms of time tabling of the curriculum Subject Leader areas in each key stage.
- Support the school by keeping an overview of resources, keeping up to date with curriculum developments and developing the consultative aspect of the role. This may involve using curriculum days, staff meetings and in-service development.

### **Upper Pay Scale Tasks**

- Contribute to the implementation of policy and practice and promote collective responsibility;
- Demonstrate a range of teaching, learning and behaviour management strategies to provide opportunities for all learners to achieve;
- Have a detailed knowledge and understanding of the curriculum;
- Advise colleagues;
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons;
- Have teaching skills which lead to learners achieving well relative to their prior attainment;
- Promote collaboration and work affectively as a team member;
- Contribute to the professional development of colleagues e.g. coaching, mentoring, demonstrating effective practice, providing advice and feedback.

### **Assistant Headteacher Tasks**

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL: IN CO-OPERATION WITH, AND UNDER THE DIRECTION OF, THE HEADTEACHER TO:

- Support the vision, ethos and policies of the school and promote high levels of achievement;
- Support the creation and implementation of the School Development Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- Support the evaluation of the effectiveness of the school's policies and developments;
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

### **TEACHING AND LEARNING**

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National Curriculum and Heygarth's Inspire Curriculum and provides a professional model, clearly demonstrating effective

teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;

- Take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;
- Support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

#### LEADING AND MANAGING STAFF

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- Support the Headteacher in the implementation of the school's Performance Management & Appraisal Policy.

#### EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Support the Deputy Headteacher to manage the school effectively in the absence of the Headteacher;
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

#### GENERAL

- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement;
- Provide information and advice to the Headteacher and Governing Body and support proper accountability processes throughout the school;
- Act as Deputy Designated Person for Child Protection in the Headteacher's absence, acting on information given by staff, providing advice and referring concerns to CADT as and when necessary.

#### SPECIFIC RESPONSIBILITIES

- Take on specific tasks related to the day to day administration and organisation of the school.

SCHOOL SPECIFIC RESPONSIBILITIES AND TASKS:

- Take on any additional responsibilities which might from time to time be determined.

**General Expectations**

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher. This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

Signed: ..... Assistant Headteacher

Date: .....

Signed: ..... Headteacher

Date: .....