**Priory School**

**Assistant Headteacher**

**Leadership pay scale L11-L15**

**Job Description**

The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Headteacher at Priory School have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the post-holder and in accordance with the post- holder’s strengths, areas of interest and the strategic development needs of the school.

# Leadership and Management:

* To lead agreed on identified areas of the School Improvement Plan including being accountable for overall standards.
* To contribute to the school’s SEF processes, including the Headteacher’s Report to Governors.
* To lead and manage middle leaders as identified, including their performance management.
* To lead curriculum and pedagogical review, development and quality assurance across the school.

# Performance:

* To provide/analyse data at all school levels for analysis and intervention
* To lead and manage the school professional development and quality assurance cycles.
* To monitor and hold middle leaders accountable for the outcomes of individual and groups of students’ learning within the school.
* To work with teaching and learning leads across the trust on curriculum and pedagogical review, development and implementation.

# Teaching and Learning:

* To monitor the effectiveness of teaching and learning including coaching and mentoring, career professional development, learning walks; providing support and challenge as appropriate.
* To be able to demonstrate and lead on the specific aspects of Teaching and Learning as identified in the SIP.
* To raise standards of student attainment and achievement within the school, ensuring the highest standards.
* To support middle leaders in using quality assurance processes and effective development of their teams.

# Student Support, Engagement and Enjoyment:

* To lead on behavior management systems and strategies and support all colleagues in the management of behavior.
* To monitor and support the progress of students and use available data to intervene as necessary.
* To ensure colleagues are supported in developing themselves as practitioners and an ‘open door’ culture’ of peer support is embedded.
* To promote a culture of enjoyment, respect and achievement.

# Staff Performance:

* To lead, manage and monitor the school’s curriculum and pedagogical processes.
* To carry out the performance management Review of some staff as required.

# Other Duties:

* To line manage colleagues as required.
* To lead professional development sessions as required.
* To lead assemblies as required.
* To oversee the school’s compliance with data storage and management.
* To attend and contribute to governor meetings.
* Any other duty reasonably requested by the Headteacher.

Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

A DBS Disclosure at Enhanced level will be required prior to any offer of employment.