

**TEACHING STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Assistant Headteacher
<b>CONTRACTED HOURS</b>	Full time
<b>LOCATION</b>	Sir Peter Hall School, may be deployed to other Trust locations
<b>GRADE / SCALE POINT – SALARY</b>	L7 – L11
<b>REPORTING TO</b>	Headteacher

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

**JOB PURPOSE**

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

**KEY TASKS & RESPONSIBILITIES**

**Teaching and Learning**

1. Working in support of the Headteacher and alongside staff colleagues, the Assistant Headteacher will:
  - a) Share responsibility for school policies, decision-making and strategic planning;
  - b) Develop an ethos of high expectations of staff and students and an adaptable and positive approach to innovation;
  - c) Take full accountability for key areas of the school's work.
2. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum;

3. Liaise with colleagues to deliver units of work in a collaborative way;
4. Oversee the work of Learning Support staff colleagues;
5. Set targets for pupils attainment levels;
6. Liaise with parents to put in place and maintain home / school learning plans;
7. Demonstrate good practice in the teaching areas of responsibility;
8. Work and fulfil tasks / responsibilities as a Class Teacher

#### **Assessing and reporting**

1. Record pupils' work;
2. Maintain lesson evaluations;
3. Mark and return work within agreed time span, providing feedback and targets;
4. Provide assessment reports to monitor pupil progress;
5. Liaise with parents and attend consultation evenings;
6. Work within the Code of Practice relating to Special Educational Needs.

#### **Leadership and management**

1. Support and assist the Headteacher and Deputy Headteacher;
2. Demonstrate understanding of issues relating to the organisation, ordering and funding of resources;
3. Promote, support and uphold the school's policies on behaviour, discipline and bullying;
4. Contribute to staff development activities;
5. Manage the performance of Staff.

#### **Standards and quality assurance**

1. Set a good example in terms of dress, punctuality and attendance;
2. Attend and participate in schools events;
3. Uphold the school's behaviour code and uniform regulations;
4. Attend (and lead) team and staff meetings;
5. Develop links with staff colleagues as appropriate across the Trust and neighbouring schools.

#### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

#### **GENERAL**

1. Take active responsibility for personal continuous professional development;
2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education and training</b>	<p>Recognised QTS</p> <p>Evidence of commitment to own professional development</p>	<p>Management training</p> <p>Registered on NPQH</p>
<b>Relevant experience</b>	<p>Knowledge and experience of teaching relevant Key Stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Evidence of successful leadership</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues</p>	<p>Experience of SEND or SENCo in either a mainstream or special school setting</p> <p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in relevant key stages</p> <p>Experience in organising and leading assemblies</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p>
<b>Skills and Aptitudes</b>	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p>	<p>Experience of effective working with governors</p>