



## **ROLE DESCRIPTION - ASSISTANT HEAD TEACHER**

In addition to the requirements of a class teacher, areas of responsibility and key tasks:

**A. Strategic direction and development of the school** - in co-operation with, and under the direction of, the Principal 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.

**B. Teaching and learning** - to:

- embed life-changing practice which secures effective learning across the breadth of the School's 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;
- support the Principal in the monitoring of the quality of education and children's achievements including the analysis of performance data;
- support the Principal 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.

**C. Leading and managing staff - to:**

- support the Principal 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 Principal in the implementation of the school's performance management policy;

**D. Effective deployment of staff and resources - to:**

- support the Principal 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 effective management of the school in the absence of the Principal.
- support the Principal 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 Principal 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.

**E. General - to;**

- act as "critical friend" and provide effective professional challenge and support to the wider leadership team;
- provide information and advice to the Principal and governing body and support proper accountability processes throughout the school.