

Assistant Head Teacher

Job Description

Areas of responsibility and key tasks:

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

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in your team.
- Support the creation and implementation of the school strategic plan and to take responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets of the school sets and monitor progress of pupils in your team.
- Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on your team.
- Ensure that parents are well informed about the curriculum, targets, pupil progress and attainment in your team.

B. Teaching and learning

- Support the headteacher in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;
- Be responsible for the teaching of a class, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- Be responsible for the pastoral care of pupils in a class and throughout your team, promoting self-discipline and good behaviour at all times, in accordance with school policies;
- Take responsibility for the development and monitoring of the curriculum provision throughout your team, liaising appropriately with subject co-ordinators and class teachers;
- Support the headteacher in the monitoring of the quality of teaching and children's achievements across your team, including the analysis of performance data;
- Support the headteacher in developing links with parents of children in your team.
- Support the headteacher in developing links with parents of children across the whole school

C. Leading and managing staff

- Support the headteacher in developing positive working relationships with and between all pupils and staff throughout the school;
- Lead groups of staff in development activities and evaluate outcomes;
- Take responsibility for the performance management process as required and use the process to develop personal and professional effectiveness across the whole school;
- Provide support to newly qualified teachers, supply teachers, teachers, teaching assistants and student teachers;
- Ensure that the head teacher and governors are well informed about policies, plans and priorities for the department, its success in meeting objectives and targets, and any future development needs;

D. Effective deployment of staff and resources:

- Support the headteacher in the deployment of staff in the department and support those staff in their duties;
- Work with the head teacher in establishing priorities for expenditure for the department, and in monitoring the effectiveness of spending and usage of resources;
- To be responsible for communication throughout the school to include staff meetings, organisation rotas, timetables, school diary, cover for head teacher's absence.

E. General

- Take on specific tasks related to the day to day administration and organisation of the school as requested by the head teacher;
- Take on any additional responsibilities which might from time to time be determined;
- Create and maintain positive and supportive relationships with staff, parents the school association and governors;
- To engage with appropriate training opportunities to promote professional effectiveness in this role;
- To take on responsibility for pupil safety and welfare during a minimum of one lunchtime and break per week.

This job description will be reviewed regularly and may be subject to modification and amendment after consultation

Assistant Head Teacher Person Specification

Criteria	Qualities	Essential / Desirable
Qualifications and training	Degree level or equivalent	E
	Qualified teacher status	E
Experience	Successful experience of leadership	D
	Knowledge and understanding of the national curriculum	E
	Experience of leading curriculum developments in school	E
	Experience of Leading staff training and INSET	D
Skills and knowledge	Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve their practice	E
	Awareness of local and national organisations that can support delivering the curriculum	E
	Ability to adapt teaching to meet pupils' needs	E
	Ability to build effective working relationships with pupils	E
	Knowledge of guidance and requirements around safeguarding children	E
	The ability and commitment to provide a broad and balanced education for all students.	E
	Good IT skills	E
	Ability to interpret data and report findings	E
Leadership and Management	Ability to deploy a range of leadership styles, appropriate to different situations	D
	Proven ability to work closely and in partnership with the Head Teacher and members of SLT	E
	A clear vision, ability to think creatively, plan, monitor, evaluate and review. Willingness to work flexibly in order to complete tasks	E
	Proven ability to identify and act on poor teaching and promote excellent teaching and learning	D
	Experience and skills in strategies to promote positive behaviour management and social inclusion	E
	Strong communication skills demonstrated in interactions with students, parents, staff and governors	E
	Experience of working with governors	D
	Active experience of self-evaluation and monitoring procedures and Ofsted criteria	E

	Organisational and management skills appropriate to a senior role, showing sensitive and effective leadership	E
	Willingness to comply with School policies on equal opportunities and the duty to promote race relations.	E
	Evidence of creative and innovative capabilities	E
	High standards and expectations	E
	Experience of working in, motivating and leading teams	D
	Talent for promoting positive relationships with all members of the School and its wider community	D
	Ability to work under pressure but maintaining a work life balance	E
	Willingness to contribute to the wider life of the School	E
	Willingness to contribute to supervision duties	E
	Positive Attitude	E