

Full time ASSISTANT HEADTEACHER for EYFS/KS1/LKS2/UKS2 – Job description

Pay scale	<ul style="list-style-type: none"> Leadership scale – on request
Reports to;	<ul style="list-style-type: none"> Deputy Head teacher & Head teacher
Responsibility for;	<ul style="list-style-type: none"> Whole school subject/area, Key stage leadership under the direction of the Headteacher and Deputy Headteacher
Liaison with;	<ul style="list-style-type: none"> Teaching staff, support staff, Headteacher, Deputy Heads, Assistant Heads, Year leaders, pupils, parents, governors, SEND team

1. Core purpose of the job

To work under the direction of the Headteacher and Deputy Headteacher in any directed tasks that involve;

- To lead on and be responsible for the quality of teaching and learning in your year groups, including supporting all staff through modelling, training, coaching and mentoring
- Working with the SLT to lead and manage the school on a day to day basis
- To play a major role in the school improvement and contribution to school self-evaluation planning process (SDP/SEF), through agreed priorities, and lead with initiative
- As part of the ELT, lead proactively as key leaders alongside the SLT, collaborating effectively with the other AHTs
- Leading rigorously with impact on whole school subjects/areas
- Working with the SLT to determine strategic priorities and leading on implementation
- Driving for ambitious continuous school improvement through proactive monitoring and follow up
- To support the SLT in establishing an ambitious vision and ethos
- Leading on year groups effectively for good and better practice
- To teach 20% of the week to cover classes/management time/PPA/boosters
- To work with the Deputy Head/Head Teacher on assessment/outcome/progress of groups
- Line management of staff as directed by the Deputy Head/Head Teacher
- Deputising for the SLT in the event of their absence alongside the other AHTs
- Support a range of other leaders in the school to support school improvement/priorities/staff CPD

2. Key areas of responsibility

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. This job description should be read in conjunction with this. The areas set out below are in addition, although may not be exhaustive. All duties are to be undertaken under the direction of the Deputy Head and Head teacher;

- a) Direction and development of the school
 - To lead and monitor the development and impact of school policies, targets, priorities and identify developments needed – working with the Deputy Head teacher/Head teacher to achieve them
 - To work with the Deputy Head teacher/Head teacher to ensure the smooth running of the school on a day to day basis
- b) Teaching and learning
 - To lead, monitor and improve the quality of provision (in both year groups and subjects/areas) through effective monitoring, including ensuring all pupils' needs are met
 - To have impact on the standard of teaching and learning and support staff to improve their practice
 - To analyse, understand and challenge data, ensuring that it is used effectively to support pupils' gaps and to drive school improvement

- To lead on CPD for staff to improve the quality of provision, including running staff meetings, bespoke training, team-teaching, coaching, mentoring and modelling
- To promote, develop and maintain a positive culture amongst the staff and pupils which promotes high expectations and conditions for effective teaching and learning
- To ensure the school's curriculum is delivered effectively, liaising with subject leads and other leaders in the school as appropriate

c) Leadership and Management

- To challenge and support all other leaders in developing professionally
- To undertake the performance appraisal of staff
- To ensure own continuing professional development
- To deal promptly with poor performance of staff and teams
- To undertake, in the absence of the SLT, the professional duties of an SLT member
- To work with the Headteacher and Deputy Headteacher on the smooth running of the school and management of resources
- To be a visible role model, lead and motivate staff within the school and undertake any duties directed by the Headteacher and Deputy Headteacher
- To lead on taking responsibility for absences and ensure all staff positions are covered
- In partnership with the SLT, to lead by example when implementing and managing change initiatives

d) Pastoral Care

- To promote high standards of behaviour and positive attitudes and to implement policies and procedures to support staff
- Continue to develop and maintain the ethos and values of the school through learning, behaviour and relationships
- Ensure effective transition and progress from each year group to the next
- To work alongside the Pastoral Team

e) Communication and Community Links

- To fully support the life and work of the school
- To develop and maintain positive and effective relationships with parents, local community, Governors, LA and support services
- To ensure parents and pupils are well informed about the year groups/area/subject that is led

f) Inclusion

- To champion all SEND, EAL, PP, Boys, Girls and all other groups
- Be aware of and support difference and ensure that the school's equalities and diversity policies are followed

g) Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection. Reporting all concerns to the appropriate person

h) Disclosure and Barring Service

- This post is classed as having a high degree of contact with children. An enhanced DBS disclosure will be sought through the Criminal Records Bureau

3. Accountability

The Assistant Head is directly responsible and accountable to the Deputy Head teacher, Head teacher and Governing Body.

4. Job entitlements

- Access to training and staff development according to personal and school needs
- High quality INSET and staff meetings
- Annual performance appraisal and review
- Well-being perks - please see <https://www.williamhardingschool.co.uk/wellbeing> tab

5. Job context

- The Assistant Head will be part of the ELT - Extended Leadership Team.

6. Review of Duties

- The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post holder is expected to perform reasonable duties requested by the Head teacher from time to time, commensurate with experience, role and salary.

Person Specification

Qualifications and training	Essential	Desirable
	<ul style="list-style-type: none"> Qualified teacher status Degree or equivalent Commitment to continuing professional development A willingness to learn, take on guidance and advice and work alongside more experienced AHTs 	<ul style="list-style-type: none"> Further educational qualifications such as SLE, NPQML, NPQSL, Masters
Experience	<ul style="list-style-type: none"> Proven track record of excellence as a classroom practitioner with a passion for teaching and learning At least three years' classroom experience Experience of leadership within a primary school Experience and impact of leading a team Experience of working in a school with EAL, SEN, PP Experience of leading whole school core area/subject/ other aspects with clear impact Experience of effective involvement with parents Experience of monitoring and evaluation to drive school improvement Experience of a rigorous and relentless assessment process that is used effectively to support pupils' gaps and to drive school improvement Experience of supporting staff to improve their teaching and evidence of impact 	<ul style="list-style-type: none"> Experience of working as part of a leadership team in a large school Experience and impact of teaching and leading a team of at least 4 teachers Experience of leading other aspects of school improvement with clear impact Experience as a team leader in the performance management of staff Experience of teaching in different Key Stages Experience of school to school support Experience of effective involvement with Governors Experience of analysing data for impact Experience of working in a school that has driven for rapid improvement Experience of working in a school with a high % EAL, SEN, PP Involvement in the implementation of whole school initiatives with impact
Knowledge and understanding	<ul style="list-style-type: none"> Clear understanding of the National Curriculum and a sound understanding of the Key Stage or year groups you are applying for Experience and understanding of monitoring and evaluating all areas of the curriculum An awareness of the Inspection Framework Knowledge, understanding and experience of leading a subject Ability to grasp and understand data and to share this effectively with staff for improvement Understand the key characteristics of effective learning 	<ul style="list-style-type: none"> Knowledge of Health and Safety requirements in schools Knowledge of Statutory assessments A Good understanding of the Inspection Framework
Skills and attributes:	<ul style="list-style-type: none"> Demonstrate outstanding classroom practice and an ability to share this with others 	<ul style="list-style-type: none"> Experience of mentoring/leading UQT/ECT/OTT

	<ul style="list-style-type: none"> • Understanding of how to influence/improve the quality of teaching and learning • Good communication • Ability to work well in a team and to build a sense of community • Good organisational and time management skills • Demonstrate a positive and professional attitude 	<ul style="list-style-type: none"> • Proven successful experience of leadership within a large primary school • Ability to lead on change management
Personal qualities	<ul style="list-style-type: none"> • Personal integrity, warmth and sensitivity • Personal confidence • Ability to relate well to others and to build positive relationships • Flexibility and open mindedness 	<ul style="list-style-type: none"> • Enthusiasm • Sense of humour • Resilience