



## **Job Description**

### **General Responsibilities**

The Assistant Head Teacher is to take a central role in assisting the Head Teacher and Governing Body to develop our school in accordance with its shared values and our school development plans.

The Assistant Head Teacher is to be:

- A primary Teacher, ideally with experience across the primary age range but especially EYFS and KS1
- An experienced curriculum and team leader
- A leader of teaching and learning and a key person in the senior leadership team.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Head Teacher as defined in the Teachers' Pay and Conditions Document.

### **Specific Responsibilities**

The Assistant Head Teacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head Teacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies and development plans.

The Assistant Head Teacher will lead by example of their practice, and by positively encouraging and supporting all members of staff, particularly those in EYFS and KS1. They will drive a vision of learning through exploration and play and prioritise language development throughout EYFS and KS1.

They will work with the Head Teacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

In particular, the Assistant Head Teacher will be required to:

### **Leadership and Management:**

1. Work in very close partnership with and support the Head Teacher in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing policies, monitoring and improving attendance and behaviour, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Hold all staff to account for their professional conduct and practice.

3. Work with the whole staff, and particularly those in EYFS and KS1, to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
4. Lead teaching teams in EYFS and KS1 and support wider curriculum leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
5. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments.
6. Assist in the line management of classroom based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, wellbeing and good behaviour.
7. With the Head Teacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and wellbeing of all children.

### **Teaching and learning**

1. Ensure that learning is at the centre of strategic planning and resources. Lead and support the teaching and learning of all children within the school, particularly those in EYFS and KS1, through promoting models of excellent classroom practice, coaching, mentoring and supported self-evaluation for teaching and learning staff.
2. Monitor the effectiveness of teaching and learning, particularly in EYFS and KS1, through teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.
3. Take a strategic role in the development of new and emerging practices to enhance and extend the learning experience of pupils. Use external and internal research and developments to innovate and improve our school.

### **Strengthening Community**

1. Promote and model good relationships with all stakeholders, which are based on partnerships to support and improve pupils' learning and achievement, particularly those with additional needs.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community and business, other schools, services and the local authority.
3. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

**Other duties and responsibilities**

Any other duties that the Head Teacher may from time to time ask the post-holder to perform.