



ASSISTANT HEADTEACHER JOB DESCRIPTION

Assistant Head Teacher

Salary Range Leadership Spine L6 – L10

Core purpose:

Work with the Head Teacher to provide professional leadership for the school with a focus on Reception and KS1, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

General duties and responsibilities:

- To support the Head Teacher in the day to day running of the school and take charge in her absence or the deputy's absence.
- To support the Head Teacher in driving school improvement.
- To sustain and further develop the Christian ethos of the school.

Strategic direction and development of the school

- Work with the Head Teacher and the Governing Body to develop a strategic plan for the phase, underpinned by sound financial management and a range of data, which identifies priorities and targets for school improvement.
- Work with the Head Teacher to establish commitment to a shared vision for the phase; lead by example to inspire and motivate staff, parents, governors and pupils.

Teaching and learning

- Ensure that policies and practice within the phase are consistent and impact upon children's progress.
- Lead a specific area of the School Improvement Plan.
- To ensure that the curriculum meets the needs of the children, in line with the School Improvement Plan.
- Ensure that pupils in the phase develop the skills necessary to meet ARE and learning behaviours to develop as confident self-assured learners.
- Develop effective links with the community, church and also with business and industry, to extend the curriculum, and enhance teaching and learning.

Monitoring and evaluation

- Monitor and evaluate teaching and learning within the phase to impact upon children's achievement.
- Analyse pupil progress using tracking systems and a wide range of data to set targets and inform school improvement.
- Monitor, evaluate and review the effects of policies, priorities and performance of the school and take appropriate action.

Leading and managing staff

- Act as a positive role model for professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Hold members of staff to account with regards to following policies and procedures, attainment and progress of pupils and conduct.
- Establish and maintain effective communication systems with teaching and support staff.
- Lead the professional development of staff by providing support and leading INSET/meetings as appropriate.
- Be responsible for the appraisal of members of staff.
- Provide mentoring and coaching within classrooms to improve teaching and learning.

Efficient and effective deployment of staff and resources

- Work with the Head Teacher to organise staffing and timetables to ensure effective and efficient teaching strategies and the implementation of the School Improvement Plan.

Effective communication

- Ensure that all members of staff within the phase are kept up to date with all policies, procedures, events etc.
- Ensure that parents and pupils are well informed about the curriculum and ensure that channels of communication are used effectively within the school.

Advice to the governing body

- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities.

Be accountable for school performance

- Present a clear and accurate account of pupil performance for a range of audiences including governors, the LA, OFSTED and others.

This job description may be amended at any time, following consultation between the Assistant Head Teacher and the Governing Body and will be reviewed annually.

This job description should be read in conjunction with the job descriptions for Class Teacher and Year Group Leader.