

Job Description

Job Title: Assistant Headteacher - Curriculum

Directorate: People

Service: Services for Schools

Location: Stoke Primary School

Teacher Responsibilities:

1. To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions Document, a copy of which is retained by the Headteacher
2. As a primary teacher, to teach pupils in the age range 2-11 years, being the pupils on the roll of the school (recent experience of upper key stage 2 would be desirable)
3. Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.
4. Promote the general progress and well-being of individual pupils and classes/groups assigned to you – (experience of upper Key stage 2 would be desirable)
5. Communicate and consult with the parents of pupils
6. Attend and fully participate in weekly staff, planning and phase meetings, leading these as required

Leadership Scale Responsibilities

In addition to the professional duties of an Assistant Headteacher set out in the STPC Document, you will be a member of the School Leadership Team and undertake the duties as specified below:

1. Strategic Management:

- Play a leading role in implementing and review the School Development Plan and self-evaluation
- Liaise with the Leadership Team and Governors to identify areas for development
- Think creatively to anticipate and solve problems
- Work with Headteacher and Deputy Headteachers to ensure the school sets challenging targets to enable improvements in standards
- Work with staff, governors and parents to support the development of social and educational inclusion.

2. Shaping the Future:

- Support SLT in developing and implementing school self-evaluation strategies
- Have an overview of the primary curriculum and developments where needed

- Support and monitor staff to ensure effective delivery of the curriculum and to evaluate performance in accordance with the Appraisal and Teaching & Learning policies.

3. Leading and Managing Staff:

- Support the Headteacher in fostering a culture of continuing professional development across the school and meeting the professional and personal development needs of staff
- Deliver training and lead staff meetings

4. Leading Teaching and Learning

- Be an excellent role model of effective teaching and learning for all staff
- Be at the forefront of teaching and learning initiatives and be able to cascade these down to the staff body
- Work with the leadership team to secure and sustain outstanding teaching and learning throughout the school
- Monitor and evaluate the quality of teaching and learning
- Monitor and evaluate progress and attainment of pupils
- Work with SLT to ensure the needs of all pupils are being provided for and positive attitudes towards learning are promoted

5. Accountability:

- Take a leading role in the effective management of the school including in the absence of either one of the Deputy Headteachers
- Use a range of evidence to evaluate and improve aspects of school life
- Undertake all such duties as are reasonable and appropriate to the post as determined by the Headteacher

6. Administrative and Communication:

- Build and maintain effective relationships with children, staff, parents and governors to enhance the quality of education
- Assist the Headteacher and Deputy Headteachers in highlighting the school as a focal point in the community

7. Pupil Welfare:

- Work with the Headteacher to support the implementation of the school's Behaviour Policy and monitor its effectiveness
- Ensure the curriculum and organisation of the school encourages positive self-esteem and attitudes to learning.
- Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

8. Community Development:

- Be outward facing and support Stoke Heath is striving for the highest outcomes for the community.

- Be an active member of the community and the development of the family centre.

Any other duties and responsibilities within the range of the salary grade.

Responsible to: Headteacher

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description will be reviewed annually in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.