



Job Description: Assistant Head Teacher (KS2)

Whilst there will also still be a class teacher responsibility, management time will be given to undertake duties. In addition to the professional duties of an Assistant Head Teacher set down in the current School Teachers' Pay and Conditions Document you will be a member of the school's Leadership Team and be required to undertake the duties as specified below:

There will be the opportunity to review with the HT these roles and responsibilities to reflect particular interests and experience.

1. Shaping the Future:

To contribute to the strategic planning process, ensuring the school moves forward for the benefit of all children by working as a member of the Leadership Team to:

- a) Support the Leadership Team in developing and implementing school self evaluation strategies with a focus on KS2.
- a) Have an overview of the KS2 curriculum, supporting colleagues in curriculum design and management, ensuring appropriate balance and enrichment.
- b) Be responsible for monitoring the development of curriculum policies, schemes of work and assessment for a core subject and monitoring the effectiveness of their implementation.
- c) Support and monitor staff in KS2 to ensure effective delivery of the curriculum and to evaluate performance in accordance with the school's own Teaching for Learning Policy.
- d) Be responsible for leading, analysing and tracking data and progress in a core subject.
- e) Think strategically and collaboratively with the HT and DHT, building a coherent vision for school improvement for KS2.

2. Strategic Management of the organisation:

To contribute to organisational effectiveness by:

- a) Liaising with the Leadership Team to identify areas for development within KS2.
- b) Thinking creatively to anticipate and resolve issues within KS2.
- c) Working with the HT, Leadership Team and Strategy Team to undertake school self-review with a focus on KS2.

3. Leading Teaching and Learning:

To contribute to the development of high standards of teaching, learning and attainment through:

- a) Sharing expertise and role modeling effective teaching and learning.
- b) Working with the Headteacher and other leaders to ensure the needs of all pupils are provided for, and positive attitudes towards learning are promoted within KS2.
- c) Support Leadership Team in challenging underperformance and ensuring high standards of achievement in KS2;
- d) Taking a role in the monitoring, evaluation and review of classroom practice in your subject or given area of leadership.
- e) Helping to promote a high standard of physical and emotional care for all children within KS2;
- f) Supporting senior leaders in securing high standards of conduct and behaviour of within KS2
- g) Having an effective input into budget management within your subject area and areas of responsibility.

4. Developing self and working with others:

To support staff to achieve high standards and develop their own leadership and management capacity by:

- a) Supporting the SLT in the implementation of the School Improvement Plan.
- b) Support in monitoring and evaluating the effectiveness of the programme of in-service training undertaken by colleagues within KS2.
- c) Promoting and fostering a climate in which collegiate working is a regular feature and where the input and opinions of all staff are valued within KS2;
- d) Leading aspects of school based in-service training where applicable
- e) Support in management of new initiatives and/or supporting staff who are managing new initiatives within KS2;
- f) Reviewing own performance, setting personal targets and taking responsibility for their own personal and professional development;
- g) Displaying a high standard of professional behaviour and integrity at all times.

5. Securing Accountability:

To ensure that children enjoy and benefit from a high quality education by:

- a) Taking a supporting role in the effective management of the school in the absence of the Headteacher.

- b) Being prepared to make strategic or safeguarding decisions in the rare absence of the Headteacher and Deputy Headteacher.
- c) Using a range of evidence to evaluate and improve aspects of school life.
- d) Making professional, managerial and organisational decisions based on informed judgments.
- e) Undertaking all such other duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher.

This job description may be reviewed annually as part of the Performance Management process.

Updated: May 2023

Person Specification:
Assistant Head Teacher
(KS2)

	Essential requirements	Desirable requirements
Qualifications	<p>Qualified teacher status</p> <p>Educated to degree level</p> <p>Agreement to undergo a DBS check on appointment</p>	<p>Good Honours Degree</p> <p>Evidence of continuous professional development with particular reference to Key Stage Two</p> <p>Any other qualifications relevant to primary teaching and a leadership role.</p>
Written application	<p>A well-constructed application showing clear thinking about primary education and ideas to meet the requirements of the post</p>	
Experience, Knowledge and Skills	<p>Successful teaching experience in more than one school across Key Stage Two</p> <p>Excellent interpersonal, communication and organisational skills</p> <p>Responsibility of leading a phase and an area needing improvement across the school.</p> <p>Leadership of an aspect of school improvement and/or curriculum area</p> <p>Ability to lead and support other staff within the school which impacts on standards and achievements</p> <p>Leadership in aspects of school life involving contact with parents and the community</p> <p>High expectations and standards of achievement and behaviour</p> <p>Good knowledge of the National Curriculum</p> <p>A thorough understanding of the responsibilities to safeguard children</p> <p>Ability to use ICT to develop children's learning</p> <p>An ability to lead and liaise with teachers, /Middle Leaders, Deputy Head Teacher and Headteacher</p>	<p>Success in teaching across the primary range to at least a Good standard</p> <p>Experience of leading staff development/training</p> <p>Proven successful experience of leadership within a primary school through leading a phase or team of teachers</p> <p>Experience in line management of staff</p> <p>Detailed knowledge of Health and Safety requirements in schools</p> <p>Experience in monitoring and evaluating curriculum delivery</p> <p>Ability to manage a budget linked to the role.</p> <p>Evidence of having influenced the quality of teaching and learning within a phase/subject/Key Stage</p>

	<p>Evidence of strong professional subject knowledge</p> <p>A commitment to high quality teaching and ability to demonstrate best practice to colleagues</p> <p>Ability to coach and mentor colleagues</p>	
Personal Qualities and School Ethos	<p>A belief in pupil centered, active learning with an ability to engage, challenge and have high expectations of children</p> <p>Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment, inclusion needs and the School Improvement Plan where applicable to the role.</p>	
Relationships	<p>An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective inclusive learning environment</p> <p>An understanding of the need for confidentiality</p> <p>An ability to relate well to individuals and groups and to make appropriate contact with parents or the wider community as necessary</p>	
Attitude and Temperament	<p>Positive attitude to teaching and leadership roles and all aspects of school life</p> <p>Be proactive in areas of responsibility and have some awareness of whole school issues</p> <p>A commitment to school improvement and to developing own professional skills</p> <p>A willingness to take on appropriate delegated tasks relevant to the post</p> <p>Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times</p>	
Appearance and Health	<p>A proven good attendance record</p> <p>Smart appearance</p>	

