



Ravensdale Primary School

POSITION:	Assistant Headteacher
REPORTS TO:	Headteacher and Deputy Headteacher
RESPONSIBLE FOR:	Phase lead, Standards lead (years RN) Overview of curriculum area. Responsible for Volunteers and Student Placements
GRADE:	L4-L8
CONTRACT:	Permanent Position, from September 2020.

KEY PURPOSE OF THE JOB

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team (SLT). While initially responsible for Nursery and Reception (EYFS), you may be asked to cover or oversee other phases in the school.

The key purpose of this role is to lead a phase of the school in being accountable for standards and achievement. You will take a proactive role in the day to day management of the area of the school, participate in monitoring and evaluation activities, such as pupil progress meetings.

You will develop and enhance a culture of warmth, positivity and high expectations, along with a focus on collaboration. Our values are important to all of us and will be maintained at the highest level.

You will take responsibility for overseeing the core curriculum depending on your phase and skill-set.

As SLT, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the headteacher.

Key responsibilities:

1. To support and help to build the vision, overall leadership, development and management of the teaching and learning of all pupils, with a specific focus on your phase;
2. To maintain and promote high standards of academic achievement;
3. To have a class teacher responsibility and be able to teach in both key stages, and/or EYFS;
4. To take a leading role in the monitoring and evaluation of standards across the whole school with a focus on a particular phase and to be a leading professional proactively promoting effective teaching and learning practices across the school.
5. To maintain and promote a vigilant culture towards the safeguarding of children within the school.



6. The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement of the school.
7. Meet the teachers' standards to a level comparable with assistant head-teachers' expectations on the leadership pay scale.

Reporting to:

The post holder is responsible and accountable to the headteacher in all matters and occasionally the deputy head teacher.

The post holder is also expected to interact with and lead colleagues on a professional level to promote a mutual understanding of the schools vision and values.

Health and Safety:

So far as is reasonably practicable, the AHT must ensure that safe working practices are adopted by employees and in all premises/work areas, to maintain a safe working environment for employees and service users. These are defined in the Coventry CC Health & Safety policy, Department Policies and Codes of Practice.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of all child protection and safeguarding policies.
- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors. An enhanced DBS check will be required.

The post holder will be expected to act within the terms of the Teachers' Standards and Code of Conduct Policy, as outlined by the school and Coventry City Council.



Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher