

Assistant Head Teacher Job Description



POST:	Assistant Head Teacher
GRADE:	Leadership
SALARY:	Group 4 ISR L6 – L10
DIRECTORATE:	People Directorate
SECTION:	Primary Schools
LOCATION:	Hollyfast Primary School
DURATION:	Permanent - Full time

Job description linked to the National Standards for Head Teachers

Core Purpose

As Assistant Head Teacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document (STPCD). In addition, you will be required to fulfil any reasonable expectations from your Head Teacher. In the absence of the Head Teacher and as a member of the Senior Leadership Team, take delegated responsibility for the curriculum organisational needs of the school and other decisions.

- To be responsible to the Head Teacher and the Governing Body as a full member of the leadership team.
- To provide a strategic role for the identified area of leadership within the strategic leadership team.
- To contribute to the implementation and development of the school vision and values.
- To model the school vision and values through purposeful and positive leadership.
- To work with the Head Teacher and Deputy Head Teacher in ensuring that the school is managed and organised to meet its aims and targets.
- To model, lead, promote and ensure high quality teaching and learning.
- To undertake a dedicated amount of teaching responsibility weekly.
- To promote and achieve high standards in all areas of the school's work.
- To establish and maintain a high quality education by effectively supporting the development of teaching and learning.
- To establish and maintain a positive culture that promotes excellence and high expectations of all pupils and staff.
- To work with the deputy head teacher to ensure and maintain robust whole school assessment systems.
- To contribute to the evaluation of the school's performance.
- To identify priorities for continuous improvement and raising standards.
- Ensure equality for all staff and pupils.
- Develop policies and practices: ensure that resources are used effectively and efficiently for the day-to-day management, organisation and administration of the school.
- To liaise with relevant members of the LA as appropriate.

Shaping the future

To work with the Head Teacher, the Governing Body and others to promote a shared vision and strategic plan that inspires and motivates pupils, staff and all other members of the school community.

Actions

- Support the leadership team and governors in establishing a vision for the future development of the school.
- Play a leading role in the school development planning process, taking account of the agreed policies of the school.
- Contribute to the identification of key strengths and areas of development in the school.
- Work to a high standard in implementing policies, priorities and expectations ensuring a good example is set for other colleagues.
- As part of the leadership team, contribute to the school self-evaluation.
- Promote a culture of collaboration, in which the views of all members of the school community are valued and taken into account.

Leading on teaching and learning

The Assistant Head Teacher has a central responsibility for raising the quality of teaching and learning and for pupils' achievement within the specified area of leadership and across the whole curriculum. High expectations must be set with regular review of the effectiveness of learning outcomes. Their role is to establish a successful and collaborative learning culture, enabling pupils to become kind and respectful young people as well as courageous, enthusiastic, independent learners who committed to life-long learning.

Actions

- Contribute to the development of a broad and rich curriculum, which meets the needs of the range of pupils in the school.
- Provide support for middle leaders, subject leaders and other colleagues in improving classroom practice.

- Develop an effective assessment framework, with the support of the Deputy Head Teacher
- Share in the responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is promoted.
- Contribute to the target setting including statutory procedures and targets for individuals and groups of pupils throughout the school.
- Contribute to the provision of training for staff on effective teaching and learning.
- Promote the active involvement of pupils in their own learning.
- Support strategies to promote high standards of behaviour.
- Promote the use of IT to enhance and extend pupils learning.
- Monitor and evaluate classroom practice.

Developing self and leading others

The Assistant Head Teacher is able to develop effective relationships and lines of communication. They are effective in the management of themselves and establish and build, maintain and foster effective relationships with others. Through performance management and effective continuing professional development practice, the Assistant Head plays a role in supporting identified staff to achieve high standards.

Actions

- Treats people fairly, equitably and with dignity and respect.
- Contributes to the creation of and maintenance of a positive school culture.
- Supports in the development of a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- Support the procedures for staff induction, professional development and performance review.
- Develops and maintains a culture of high expectations for self and for others.
- Regularly reviews own practice, sets personal targets and takes responsibility for own personal development.
- Manages own workload and supports others to allow an appropriate work/life balance.

Managing the organisation

To contribute to the effective organisation and management of the school and participates in the review of organisational structures and functions through rigorous self-evaluation. To contribute to the effective management of people and resources within school in order that it is organised and managed to provide an efficient, effective and safe learning environment.

Actions

- Contribute to regular review of the organisation of the school.
- Share in the development of action plans in specified areas of responsibility in order to bring about improvements.
- Contribute to the planning process for the distribution of resources to ensure the school meets its identified priorities.
- Take responsibility for performance management of identified staff.
- Contribute to the regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and ensures value for money.

Securing accountability

Be responsible to the Head Teacher and to a wide range of groups, particularly pupils, parents, carers, governors and the LA. To ensure that pupils enjoy and benefit from a high quality education, and to promote collective responsibility within the whole school community and for contributing to the education service more widely.

Actions

- Support the Governing Body in meeting its responsibilities to account for the performance of the school.
- Support the staff in understanding their own accountability and develop approaches to review and evaluation.
- Contribute to the reporting of the performance of the school to parents, carers, governors and key partners.

Strengthening the community

Be committed to engaging with the internal and external school community to secure equity and entitlement. To collaborate with other schools in order to share expertise and bring positive benefits to Hollyfast and other schools. Demonstrate a shared responsibility for the leadership of the wider educational system and be aware that school improvement and community development are interdependent.

Actions

- Gain an understanding of the diversity of the school community and use this to amend policies, practices and procedures.
- Contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- Contribute to the development of the curriculum, which provides pupils with opportunities to enhance their learning

within the wide community.

- Promote and model good relationships with parents, which are based on partnerships to support and improve pupil's achievement.

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.
- 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.
- Complete any other duties and responsibilities within the range and salary grade.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. (STPCD) This details the professional and particular duties required of teachers, together with the requirements for Management time, working time and guaranteed PPA.

The school complies with these requirements in order to make reasonable demands of teachers.

Reference will also be made to the National Professional Standards for Teachers, which articulates the expectations of teachers at different stages in their career.

Assistant Head teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to raising pupils' standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils 'learning'.

Signed Date.....

Signed Date.....

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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.