

Post Title: Assistant Head Teacher

Salary Grade: Leadership 5-9

Responsible to: Headteacher and Deputy Headteacher

Main Purpose of the job

This job exists to support the Headteacher and Deputy Headteacher in the leadership and management of the school. Its purpose is to make a major contribution to the establishment of the school's strategic direction; and to support the Headteacher and Deputy Headteacher in ensuring consistent good and outstanding practice in line with the aims and objectives of the school.

In addition to carrying out the professional duties of a teacher as required and outlined within the current School Teachers' Pay and Conditions Document.

The Assistant Headteacher's key duties and responsibilities are outlined below.

Managing the School

- Play a leading role in the strategic leadership and evaluation of FSU/KS1 or KS2 producing and implementing challenging improvement plans and policies for the development of this phase within the school.
- Ensure the day-to-day effective organisation and operational running of an agreed team within school (KS1 or LKS2 or UKS2) including the deployment of staff as appropriate.
- Contribute to the well-being of pupils and staff, including supporting the rigorous implementation of policies and procedures for safeguarding.
- In partnership with the Headteacher and other senior leaders contribute to regular reviews of all school systems to ensure that statutory requirements are being met and improved on where appropriate.
- In partnership with the Headteacher, governors and other senior leaders ensure a consistent approach to standards of behaviour; attendance and punctuality are implemented across the school.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Leading Learning and Teaching

- To be an exemplary teacher and to share ideas and promote examples of outstanding practice.
- To undertake responsibility for the effective teaching and learning of a class (as determined in consultation with the Headteacher).
- To lead Personal and Social Education across the Primary School and work in partnership with the Headteacher to embed our 'Loddon Values' throughout the school. As part of this role to work in partnership with the Lunchtime Supervisor to coordinate the systems for playground buddies, peer mediators and playground friends.
- In partnership with the Headteacher to monitor and evaluate the policy and procedures for Anti-Bullying across the school.
- As the named leader for the 'Integrated Curriculum' to ensure that our curriculum offers opportunities for learning and experiences over and above the National Curriculum.

- To regularly monitor planning and advise/support teaching staff in adopting an integrated planning approach.
- To have responsibility for an agreed curriculum subject.
- With the support of the school office team to coordinate school clubs in order to further enhance the experience of pupils at Loddon.
- With the Headteacher and other senior leaders, contribute to the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning.

Developing self and working with others

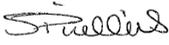
- Treat people fairly, equitably and with dignity and respect to foster a positive school culture based on our ‘Loddon Values’.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Promote a challenging culture, with high expectations for self and others, celebrating achievement and taking remedial action in good time to address under-performance where necessary.
- Participate as required in the selection and appointment of teaching and support staff.
- To participate in the Performance Management system established in the school, and to act as appraiser for identified colleagues.
- To actively address personal training needs in order to stay appropriately up to date with current requirements and expectations of the post.

Strengthening community

- Support other senior leaders in ensuring that the school’s ethos and ambitions are well-understood by and communicated to key partners.
- Contribute to the creation of a wholly inclusive environment which provides the best possible opportunity for pupils with particular learning needs to flourish and reach their full potential.
- In partnership with the Headteacher/Deputy Headteacher develop strong partnerships with parents, community figures, businesses and other organisations, to enrich the learning opportunities available to pupils and promote awareness of the wider community within which the school operates.
- To have an active involvement in the wider school community and its organisations such as the PTA and governing body.

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder-----Date -----

Signature of Head Teacher-----  -----Date January 2014