

Job Description

Assistant Headteacher / Class Teacher

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| Core Purpose | <ul style="list-style-type: none"> To provide effective whole school leadership and management, working alongside the Head Teacher to drive school improvement with specific responsibility for phase leadership, core subject leadership, whole school curriculum. Work with, and will be directly responsible to, the Headteacher. Interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision, cultures and values. In addition to the teaching responsibility, the post holder will be expected to liaise across a range of external providers, schools, community, and local authority, to ensure standards, and support delivery of curriculum. |
| Key Tasks | <ul style="list-style-type: none"> The Assistant Head teacher will work with the Head teacher to provide leadership and management of the school curriculum for all pupils. They will take a lead role in the designing, implementation and evaluating of the school's curriculum offer, ensuring that pupils are able to fully access the curriculum through a wide range of media and experiences. The Assistant Head teacher will actively support and challenge subject leaders ensuring that pupils are able to fully access the breadth of curriculum through a well-planned coherent curriculum. To achieve success for all members of the school community within a culture of continuous innovation rigorous review, the Assistant Headteacher will assist in shaping the school's vision for the future, direction or leadership promoting excellence, equality and high expectations of all children in both academic and extra-curricular achievements. To assist in creating a safe, productive and creative learning environment that is engaging and fulfilling for all pupils and staff. |
| Key Responsibilities & Activities | <ul style="list-style-type: none"> The Assistant Headteacher will have a class commitment; however, will receive dedicated leadership time as well as their PPA release time to monitor quality first teaching through outstanding curriculum delivery and secure subject knowledge. The Assistant Headteacher will be a model professional, setting an excellent example to teaching and support staff. They will work in close partnership with the Headteacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies. The Assistant Headteacher will lead by example of their practice, and by positively encouraging and supporting all members of staff. They will work with the Headteacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated, and well-matched curriculum for all children. |

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| <p>Key Responsibilities & Activities - continued</p> | <ul style="list-style-type: none"> • The Assistant Headteacher is to take a central role in assisting the Headteacher, to develop the school in accordance with agreed shared values and the school development plans. • The Assistant Headteacher is to be a primary teacher with experience across the primary age range; have extensive curriculum knowledge, have developed whole school initiatives / accreditation and been directly responsible for driving pupil outcomes particularly end of key stage. • The Assistant Headteacher will lead on the design, implementation and monitoring of the school's curriculum offer. |
| <p>Conditions of Employment</p> | <ul style="list-style-type: none"> • The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. • The post holder shall uphold the school's policy in respect of child protection and safeguarding matters. • Maintain confidentiality. • Participate / lead training and other learning activities and performance development as required. • Perform duties in line with health and safety requirements and report to the Headteachers where hazards are identified. • The post holder shall be subject to all relevant statutory and institutional requirements. • The post holder may be required to perform any other reasonable tasks after consultation. • This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed. • This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder. |
| <p>Teaching, Learning & Behaviour</p> | <ul style="list-style-type: none"> • Strategically develop a curriculum to meet the needs of all learners which includes all statutory national curriculum teaching points for all year groups ensuring correct coverage for all. • Develop, monitor, review, evaluate the effectiveness of and report on policy, action plans and practice across whole school. • Plan and manage associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment linked to the new curriculum. • Give guidance, support and encouragement to staff and lead whole school curriculum development sessions. • To be accountable for securing the highest standards of pupil achievement across the whole school curriculum through effective monitoring, evaluation and review of teaching and learning and setting targets for improvement. • To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting against specific curriculum goals. |

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| <p>Teaching, Learning & Behaviour - continued</p> | <ul style="list-style-type: none"> • To quality assure all subject leaders' delivery of their subject areas; ensuring knowledge base, consistency and rigorous assessment procedures. • Effectively monitor the teaching of the school curriculum, developing leaders through CPD to allow a wider school impact. • Prepare subject leaders for deep dives within their subject area. • To be accountable for the strategic leadership and management of the whole school's curriculum, developing and implementing plans, policies, targets, and practices within the context of the school's aims and policies. |
| <p>Safeguarding, Wellbeing & Environment</p> | <ul style="list-style-type: none"> • Support the induction of staff new to the school. • Set high expectations for your own performance and that of others. • Engage in relevant professional development activity as necessary • Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements. • Develop 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 they meet the school's identified priorities. • Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money. |
| <p>Accountability</p> | <ul style="list-style-type: none"> • Support the governing body in meeting its responsibility to account for the performance of the school. • Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff. • Support staff in understanding their own accountability and develop approaches to its review and evaluation. • Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes. • Have knowledge of current legislations and developments in education. • Develop and present accurate accounts of school performance to a range of stakeholders. |

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| Leadership | <ul style="list-style-type: none"> • To support the leadership of the school in the absence of the Headteacher. • To play a full part in all aspects of strategic planning, implementation, and review. • To be the line manager for named curriculum area and to work closely within this area focusing on raising standards. • To be the line manager for an identified group ensuring challenge and support of all pastoral and academic issues. • To undertake a range of routine duties such as assembly, break and lunchtime duties, being 'on call' etc. • To maintain a high profile and visible presence around school. • To support a broad range of out of hours activities and events. • To lead performance management meetings, setting targets and supporting CPD for staff. • Any other reasonable duties deemed necessary to ensure the smooth running of the school and Trust or as specified by the Teachers' Standards and Schools Teachers' Pay and Conditions documentation not mentioned in the above. |
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Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed where necessary and may be subject to amendment at any time after consultation with the post holder to reflect or anticipate changes in the job which are commensurate with the grade and job title. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust may, on giving you reasonable advance notice, require you to transfer to another place of work within The Hawksmoor Learning Trust.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All successful applicants must undergo an enhanced DBS check and checked against the DBS Barred List. Offer of employment is subject to the receipt of satisfactory references.