Teaching Staff Job Description and Person Specification

TITLE: ASSISTANT HEADTEACHER

Working arrangements: Full time

Location: Houldsworth Valley Primary Academy

Pay range / point: Leadership scale 1-5

Responsible to: Headteacher

Date: May 2018

Post holder:

INTRODUCTION

All members of the Samuel Ward Academy Trust ("the Trust") staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing students’ passions and interests and stimulating their intellectual curiosity;
- Continuously raising students’ aspirations and self-esteem;
- Intentionally developing Students’ Leadership Awards Skills;
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting student voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual students;
- Ensuring high outcomes for a cohort of students

JOB PURPOSE

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust’s Senior Leadership Team, through a range of Leadership strategies.

KEY TASKS AND RESPONSIBILITIES

Teaching and learning

1. Working in support of the Headteacher and alongside staff colleagues, the Assistant Headteacher will:

   a) Share responsibility for school policies, decision-making and strategic planning;
   b) Develop an ethos of high expectations of staff and students and an adaptable
and positive approach to innovation;
c) Take full accountability for key areas of the school's work, including responsibility for a key stage and/or other key leadership areas in the school (to be discussed at interview)

2. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum;

3. Liaise with colleagues to deliver units of work in a collaborate way;

4. Oversee the work of Learning Support staff colleagues;

5. Set targets for pupil attainment levels;

6. Liaise with parents to put in place and maintain home/school learning plans;

7. Demonstrate good practice in the teaching areas of responsibility;

8. Work and fulfill tasks / responsibilities as a Class Teacher.

Assessing and reporting
1. Record pupils' work;

2. Maintain lesson evaluations;

3. Mark and return work within agreed time span, providing feedback and targets;

4. Provide assessment reports to monitor pupil progress;

5. Liaise with parents and attend consultation evenings;


Leadership and management
1. Support and assist the Headteacher;

2. Demonstrate understanding of issues relating to the organisation, ordering and funding of resources;

3. Promote, support and uphold the school's policies on behaviour, discipline and bullying;

4. Develop the curriculum at a Key Stage (to be agreed at interview);

5. Undertake responsibility for a key area of the school (to be agreed at interview);

6. Manage the budgets for their areas of responsibility;
7. Contribute to staff development activities;

8. Support the management of the performance of Teaching Assistants.

Standards and quality assurance

1. Set a good example in terms of dress, punctuality and attendance;

2. Attend and participate in school events;

3. Uphold the school's behaviour code and uniform regulations;

4. Attend (and lead) team and staff meetings;

5. Develop links with staff colleagues as appropriate across the Trust and neighbouring schools.

Other duties and responsibilities

Other duties that the head teacher may from time to time ask the post-holder to perform.

SAFEGUARDING

1. Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Assistant Headteacher under the guidance of Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School’s Safeguarding policies.

2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.

2. Participate in training and other learning activities and performance development as required.

3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.

4. Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and
upheld at all times.

6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Trust Executive Leadership Team which fall within the scope of the post.
# PERSON SPECIFICATION

## TITLE

**ASSISTANT HEADTEACHER**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Training</strong></td>
<td>Recognised QTS</td>
<td>Management training</td>
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<td>Evidence of commitment to own professional development</td>
<td>Registered on NPQH</td>
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<td><strong>Relevant experience</strong></td>
<td>Knowledge and experience of teaching relevant Key Stages and National Curriculum testing</td>
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<td>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</td>
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<td>Knowledge and experience of School Development Planning and Curriculum Planning</td>
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<td>Evidence of successful leadership of Maths or English</td>
<td>Experience in one or more schools</td>
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<td>Evidence of liaising collaboratively with colleagues</td>
<td>Experience of having responsibility for a class in relevant key stages</td>
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<td>Experience and knowledge of managing challenging behaviour</td>
<td>Experience in organising and leading assemblies</td>
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<td>Experience of monitoring teaching and learning</td>
<td>Evidence of participating in and developing extra-curricular activities</td>
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<td>Understanding the importance of using data to raise standards</td>
<td>Experience of Performance Management</td>
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<td>Evidence of successfully mentoring or providing general pastoral support to colleagues.</td>
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<td><strong>Skills and Aptitudes</strong></td>
<td>Commitment to the safeguarding and promoting the welfare of children and young</td>
<td>Experience of effective working with governors</td>
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<td>People</td>
<td>Experience and understanding of ICT as a management tool</td>
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<td>Ability to motivate and lead a team with sensitivity and energy</td>
<td>Ability to foster links with local community and with other schools, locally, nationally and internationally.</td>
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<td>Ability to communicate effectively, both written and oral, with a wide range of people</td>
<td>Ability to motivate commitment among all staff groups and to lead staff meetings</td>
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<td>Skill at managing change</td>
<td>Sympathetic to the ethos of the school</td>
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<td>Proven success in working with children across a range of age and ability.</td>
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<td>Ability and willingness to use tact and sensitivity as second nature.</td>
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<td>Stamina and a positive approach to work.</td>
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