



Whitgreave Primary School
Assistant Head Teacher
Job Description

Purpose of Post

1. To support the Head Teacher in carrying out their responsibilities and to carry out duties as assigned by the Head Teacher, working across the Primary School.
2. To deputise for the Head Teacher/Deputy Head, in their absence.
3. As a leading professional, the post holder will actively ensure that all policies and practices relating to the school's safeguarding responsibilities are strictly adhered to at all times.
4. As a leading professional, the post holder will actively promote effective teaching and learning practices across the school.
5. To line manage any members of staff the Head Teacher delegates line management responsibility for.
6. The coaching, mentoring and development of all staff within the school.
7. This post has a teaching responsibility to teach children in the primary school age range and through good practice and personal example, set high professional standards and attributes throughout the school.
8. To carry out any other duties, as designated by the Head Teacher.
9. To carry out the role of DDSL across the Primary School, supporting the school's Safeguarding and Pastoral Team.

<p>Duties and responsibilities specific to the post</p>	<p>Strategic Direction:</p> <ul style="list-style-type: none"> • Formulating and supporting the aims, ethos, vision and policies of the school. • Developing positive working relationships with all stakeholders and sustaining motivation across the school. • Set high expectations for all. • Develop, implement, monitor and maintain policies and practices which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies. • Develop links with the wider community, especially parents/carers. • Analysis of performance data and monitoring of the quality of data provided. <p>Teaching and Learning:</p>
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- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
- Create a safe, secure, inclusive and stimulating learning environment.
- Take a lead role in supporting the monitoring and evaluation of teaching and learning across school and contributing to the completion of the SEF and the development of improvement plans.
- Implement systems for recording individual pupil progress and collect and interpret specialist assessment data.
- Ensure learning is differentiated appropriately and evaluate the impact on teaching and learning.
- Lead and manage curriculum areas designated by the Head Teacher, which may be reviewed at any time.
- Support and direct aspects of the curriculum organisation.
- Be a reflective practitioner who evaluates his/her own teaching practices and those of others.

Leading and Managing Staff:

- Make effective use of staff expertise and assist the Head Teacher in the Performance Management and appraisal of all staff.
- Develop coaching and mentoring systems to ensure the support and development of all staff working within the school.
- Plan, delegate and evaluate work carried out by teams and individuals and ensure a consistent approach across school.
- Promote a creative and collaborative working environment.
- Create, maintain and enhance effective relationships.
- Attend and contribute to Leadership Meetings.
- Attend and contribute to Governing Board Meetings, including that of Link Governors.
- Lead whole school INSET.

	<ul style="list-style-type: none"> • Lead groups in staff development activities and evaluate the outcome of these. • Lead and manage designated whole school aspects, for example, Inclusion, EAL etc. • Lead a Phase Group within school. <p>Resource Management:</p> <ul style="list-style-type: none"> • Identify resources needed to meet the needs of pupils, taking action, where necessary. • Monitor and control the use of resources. • Assist the Head Teacher/Deputy Head in the formulation and presentation of reports to the Governing Board and other stakeholders. <p>In addition, during the absence of the Head Teacher/Deputy Head, the post holder will undertake to the extent required by the Head Teacher, the professional duties of the Head Teacher to ensure the effective day to day management of the school.</p>
<p>Generic duties and responsibilities</p>	<p>To work within the framework of national legislation and in accordance with the conditions of the School Teachers Pay and Conditions Document. In addition the post is subject to compliance with:</p> <ul style="list-style-type: none"> • School policies and guidelines on the curriculum and school organisation. • Authority policies. • National Standards. • The conditions of Service for School Teachers in England and Wales and with locally agreed conditions of employment. <p>The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers Pay and Conditions Document.</p>



Whitgreave Primary School
Assistant Head
Person Specification

Factors	Essential	Desirable	How Identified
Qualifications	Qualified Teacher Status	Leadership Training - NPQs or equivalent	Application Form
Training	Appropriate recent professional training and development, to further basic teaching qualifications Appropriate safeguarding training, relating to procedures and practice	Safeguarding Training linked to DSL/DDSL CPD linked to curriculum development within a number of subjects	Application Form
Experience	Teaching in a variety of year groups, across the Key Stages, utilising a range of teaching strategies relating to effective classroom practice Proven successful implementation of strategies aimed at raising standards and attainment across school Effective curriculum leadership/implementation of whole school initiatives, which have positively impacted upon standards of attainment and progress	Teaching experience across the Primary Phase Experience of Performance Management implementation, as a Team Leader Proven, significant experience and expertise in raising standards in teaching and learning Recent experience of Phase/Year Group Leadership	Application Form Selection Process Interview References

	<p>Monitoring and evaluating classroom practice, which has impacted upon standards of achievement and attainment being raised across the school</p> <p>Proven experience of coaching and mentoring staff, which resulted in standards of attainment and the quality of teaching being raised</p> <p>Leading INSET/Phase on issues related to curriculum development and the quality of teaching and learning</p> <p>Member of the Senior/Extended Leadership Team</p> <p>Experience of working with parents and the wider community</p>		
<p>Knowledge & Skills</p>	<p>Outstanding classroom practitioner</p> <p>Understanding of the development and implementation of whole school policies, including curriculum development, target setting and assessment issues</p> <p>Staff management skills</p> <p>Up to date knowledge of the OFSTED Inspection process</p>		<p>Application Form</p> <p>Selection Process</p> <p>Interview</p> <p>References</p>

	Knowledge of budgetary control		
Personal Qualities	<p>Good communication skills</p> <p>Well organised and able to organise others</p> <p>Enthusiastic team approach to leadership</p> <p>Proactive style of leadership</p> <p>Ability to motivate and lead a team of teaching and support staff</p> <p>Ability to command the respect, confidence and trust of others</p> <p>Ability to relate to a wide range of people at all levels</p> <p>Ability to set targets, meet deadlines and to work under pressure</p>	<p>Evidence of good health and punctuality</p> <p>Adaptable and versatile approach</p> <p>Flexibility</p> <p>Sense of humour</p>	<p>Application Form</p> <p>Selection Process</p> <p>Interview</p> <p>References</p>
Interests/Motivation Relevant to the Job	<p>Up to date knowledge and understanding of educational trends/developments</p> <p>Promote and support an enriched curriculum, including extra-curricular activities and educational visits</p>	Interests other than education	<p>Application Form</p> <p>Selection Process</p> <p>Interview</p>
Commitment	Commitment to continuing the process of the raising of standards	Experience of presenting reports to Governors, providing updates on curriculum	Application Form

	<p>Commitment to the school as a hub of the community</p> <p>Commitment to equality of opportunity and inclusion</p> <p>Commitment to working closely with the Governing Board</p>	<p>development/quality of teaching and learning across school</p>	<p>Selection Process</p> <p>Interview</p>
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