

Golborne Community Primary School

JOB DESCRIPTION

ASSISTANT HEADTEACHER

POST:	Lead a key phase of the school (teachers and LSAs) Take the role of ICT Co-ordinator Other roles are dependent of the shortlisted candidates' strengths
JOB PURPOSE:	Play an active role in school strategic planning as a member of the Senior Leadership Team Be responsible for leading and co-ordinating curriculum development and planning and teaching and learning within the Key Stage Carry out the duties of a class teacher.
LINE MANAGEMENT:	Reporting to - Headteacher and Deputy Headteacher. Responsible for - line management of staff within Key Stage 2
LIAISING WITH:	Headteacher, Deputy Headteacher, Senior Leadership Team, teachers, support staff, parents, LA representatives and external agencies.
SALARY:	Assistant Headteacher L4 to L8
WORKING TIME:	Full time as specified within the Conditions of Employment for Deputy Headteacher & Assistant Headteacher in the School Teachers' Pay and Conditions Document
DBS DISCLOSURE LEVEL:	Enhanced

CLASS TEACHER DUTIES:

Undertake the duties of a teacher as specified within the school's generic job description for the class teacher role.

STRATEGIC ROLE WITHIN SENIOR LEADERSHIP TEAM:

Represent the views and interests of the Key Stage in the Senior Leadership Team and, in so doing, share leadership responsibility for:

- school self evaluation
- school improvement planning
- the development of school policies and procedures
- annual whole school budgeting and reviews
- staff deployment and development across the school

Lead a curriculum area or areas and, with the other Assistant Headteacher, monitor the work of all subject leaders, to ensure continuity, progression and accountability.

Liaise with the other Assistant Headteacher on Personalised Learning and lead on Assessment for Learning.

Lead on School to School Support and other developments related to Teaching School and LA Consortia working.

Contribute to school activities such as INSET, staff meetings, parent evenings, parental workshops, liaison with the local community and in particular lead on extra curricular activities.

CURRICULUM DEVELOPMENT, TEACHING AND LEARNING IN THE KEY STAGE:

Be responsible for ensuring broad and balanced curriculum provision across the Key Stage, focused on high achievement.

Liaise closely with the other Assistant Headteacher to ensure continuity and progression across the Key Stages.

Develop and enhance classroom practice in all curriculum areas across the Key Stage.

Ensure a rich and stimulating environment for children through the development and maintenance of appropriate resources across the Key Stage.

Manage termly, end of year and end of Key Stage Assessments/Tests.

Monitor and evaluate planning, teaching and learning and assessment in the Key Stage and standards of pupil achievement and progress.

Liaise with the Headteacher and Deputy Headteacher regarding assessment and target setting throughout the Key Stage.

Report to the Senior Leadership Team on standards in the Key Stage and attend Governors' meetings as requested.

Lead the development of effective curriculum links with the LA, the Local Consortia, the community and external agencies.

Lead CPD programmes within school that support the SDP.

PASTORAL CARE:

Promote the general progress and well being of individual pupils across the Key Stage.

Co-ordinate and lead both Key Stage and whole school collective worship.

Be responsible for monitoring pupils' welfare and standards of behaviour in the Key Stage, supporting and guiding staff on appropriate strategies, meeting parents where necessary and alerting the Headteacher to more complex difficulties.

To monitor attendance and address any issues within the Key Stage through liaison with admin staff.

TEAM LEADERSHIP IN THE KEY STAGE:

Lead by example, promoting good classroom organisation and management and being pro active in new initiatives and curriculum development.

Establish good relationships, encourage good working practices and support and lead teachers in the Key Stage.

Lead, support, motivate and direct support staff within the Key Stage.

Take part in appointment procedures and oversee the induction process of new members of staff in the Key Stage, including supply staff and students.

Organise and chair team meetings to ensure that school policies and practices are being delivered.

Act as a team leader in relation to Appraisal and the professional development of staff.

Be responsible for overseeing and monitoring the curriculum area responsibilities of the staff being line managed, in order to ensure effective continuity and progression and develop cross-curricular links wherever possible.