

JOB DESCRIPTION

SCHOOL: Christ Church C.E Primary School

JOB DETAILS:

Job Title: Assistant Head Teacher and a class teaching post

The duties outlined in this job description are in addition to those covered by the latest School Teacher's Pay and Conditions document. It may be modified by the Executive Head teacher/Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

L4- L8

Directly responsible to: Head of School and Executive Headteacher

This job description is to be performed in accordance with the School Teacher's Pay and Conditions Document 2015, under the reasonable direction of the Headteacher, including the role of curriculum co-ordinator which will be confirmed on appointment.

Responsibilities/Accountabilities

1. Identify relevant school improvement issues and support the implementation of agreed school priorities.
2. Define and agree appropriate improvement targets.
3. Co-ordinate CPD needs and opportunities with the SLT team
4. Evaluate the impact of all improvement activities on the quality of teaching and learning
5. Provide the Executive Head Teacher, Head of School, Senior Leadership Team, with relevant subject, curriculum area or pupil performance information.
6. Take responsibility for the day to day school management in the absence of the Executive Head teacher and the Head of School

Impact on education progress beyond assigned pupils

1. Identify appropriate attainment and/or achievement targets.
2. Monitor pupil standards and achievement against annual targets in KS1 and KS2 as well as in the phase responsible for
3. Monitor planning, curriculum coverage and learning outcomes including books and the impact of feedback on all learners
4. Monitor standards of pupil behaviour and application whilst showing a commitment to positive behaviour management throughout the school

5. Lead evaluation strategies to contribute to overall school self-evaluation and plan, implement and monitor the school improvement strategies and school improvement plans including key priorities.
6. Plan and implement strategies where improvement needs are identified
7. Ensure that relevant attainment/achievement targets are met

Leading, developing and enhancing the teaching practice of others

1. Maintain personal expertise and share this with other teachers
2. Act as a role model of good classroom practice for other teachers, modelling effective strategies with them alongside supporting the ethos of the school and promoting the school values
3. Monitor and evaluate standards of teaching, identifying areas of improvement
4. Plan and implement strategies to improve teaching where needs are identified
5. Induct, support and monitor new staff when necessary
6. Support Executive Head Teacher and Head of School to ensure systems are consistent throughout school and seek to hold teachers and LSAs to account.
7. Attend all LT, Phase and staff meetings

The post holder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.