**Assistant Headteacher Job Description – Teaching & Learning**

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| **Job Details** |
| **Salary:** | ISR: L4 - 8 |
| **Hours:** | 32.5 hours per week |
| **Contract type:** | Full-time permanent post |
| **Reporting to:** | Headteacher |
| **Responsible for:** | Curriculum, Early Help, Teach & Learning, Pupil Premium |
| **Liaising with:** | Headteacher, Senior Leadership Team, Governors, Teaching Staff, Support Staff, Office Staff, External Agencies and Partners, Parents & Carers |
| **Disclosure level:** | Enhanced |

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| Overview of the post |
| The Assistant Head of Ellenbrook Community Primary School is a key member of the Senior Leadership Team and will lead on all aspects of responsibility for curriculum, Early Help & Teaching and Learning of all pupils including implementing, coordinating, leading and ensuring effective curriculum planning, learning and teaching, assessment and Early Help. They will take responsibility for overseeing the provision of high-quality curriculum development as well as teaching and learning. The AHT should always conduct themselves in an appropriate professional manner to support and foster the aims and ethos of Ellenbrook Community Primary School.  |
| **Main Duties & Responsibilities** |
| **Strategic direction and development of the School** |
| * Support and secure the commitment of others to the vision, ethos, direction and policies of the school which will secure effective teaching, successful learning and achievement by pupils and prepare them for the opportunities and responsibilities of adult life.
* The effective leadership and management of the school including taking full responsibility for the school in the absence of the Head Teacher in keeping with relevant policies and practices.
* All aspects of the day-to-day administration and organisation of the school, as agreed with the Head Teacher, including taking responsibility for agreed areas, such as timetables, supply and duty rotas.
* Be an excellent role model for all members of staff and for pupils in all aspects of school life.
* Prioritise and manage your own workload and that of your team.
* Performance manage teachers and Senior Leaders as directed by the Head Teacher.
* Be accountable for completing tasks, achieving agreed outcomes and drive school improvement.
* Attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required. These may occasionally be out of hours.
* Prepare and present reports, as required to governors, LA officers, parents, or outside agencies.

The duties outlined above are not intended as an exhaustive list and may be extended or altered to include other tasks that are commensurate with the grade as directed by the Head Teacher.  |
| **Curriculum** |
| * Design, develop and regularly review the vision, aims and purpose for the curriculum.
* Maintain the curriculum over time, amending it as required.
* Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum.
* Make sure that the curriculum:
	+ Is well planned, sequenced and relevant
	+ Meets the needs of all pupils
	+ Reflects the requirements of the National Curriculum
	+ Is implemented effectively and consistently across the school
	+ Has the correct balance between component and composite elements to improve pupils knowledge, skills and understanding
* Establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils’ learning.
* Have an overarching responsibility for pupils’ achievement and standards in the curriculum.
* Keep up to date with national and international developments that may affect the curriculum.
* Contribute to the school’s self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact.

**Leading & Managing*** Hold regular meetings on the curriculum to keep staff informed of any developments or changes.
* Provide support to staff regarding teaching and learning, resources, and planning in the curriculum.
* Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school.
* Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the curriculum.
* Present to staff, senior leaders, governors and parents (if required) on the curriculum.
* Coach and model team teaching.
* Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises.
* Lead a key area of the School Development Plan.

**Efficient and effective deployment of resources*** Provide support with the correct resources for delivery of the curriculum.
* Work with the English subject leader to ensure that links between the subject topics and fiction and non-fiction books are used within the English curriculum.
* Create a safe, welcoming environment and take care of the classroom accommodation.
* Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils.
* Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs.
* Contribute to the effective management of the school’s budget to ensure it is spent on resources that add value and enhance the learning experience.
* Prepare appropriate resources for remote learning (as and when necessary) to ensure the curriculum can be delivered to any pupils learning from home.
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| **Early Help** |
| * Manage and coordinate Early Help provision to help drive a partnership approach to addressing the needs of children, young people and families at Ellenbrook Community Primary School.
* To work alongside the Multi Agency Screening and Safeguarding Service to support referrals that require no further action from statutory services and efficiently navigate these cases through the early help pathways to ensure children, young people and families receive the right level of support in a timely manner.
* Develop effective working relationships with partners as part of an integrated working response to facilitate an effective offer of early help services to children, young people and families, including supporting step downs.
* To improve outcomes for children and young people by championing and providing threshold advice, practice support, advice, guidance and challenge to practitioners and agencies to effect culture change and embed Early Help processes.
* Work with services to ensure that a whole system approach to early help is delivered effectively at Ellenbrook.
* Ensure an up to date awareness of and compliance with the statutory requirements, equality and diversity and other regulations and procedures in order to ensure statutory compliance with Government legislation.
* Development and implementation of processes and audit procedures to ensure the appropriate monitoring of progress towards achieving outcomes for pupils who have accessed Early Help.
* Undertaking and keeping current accurate recording systems (CPOMS) relating to the Early Help and to ensure accurate data reporting.
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| **Developing the Quality of Teaching & Learning** |
| * Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
* Lead subject leaders to develop curriculum and curriculum planning in foundation subjects across the school and develop subject and pedagogical content knowledge and support for staff when necessary to achieve this goal.
* Work in partnership with the Senior Leadership Team in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
* With the Senior Leadership Team, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson visits, to ensure consistency and quality
* Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to, or exceeding, national standards.
* Ensure through leading by example the active involvement of pupils and staff in their own learning.
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| **Pupil Premium** |
| **Job Purpose*** To ensure that the pupil premium funding reaches the groups of pupils for whom it is intended and that it makes a significant impact on their education.
* To identify disadvantaged pupils’ barriers to learning in order to design, lead and deliver appropriate intervention strategies.
* To provide a clear and ambitious action plan for pupil premium and intervention provision.
* To assess and evaluate the effectiveness of provision for pupil premium and vulnerable pupils and review the action plan as appropriate.
* To ensure that staff are aware of pupil premium and vulnerable pupils’, their progress and their needs.
* To provide highly visible support for the school’s pupil premium policy around the school.
* To support, educate and liaise with parents/carers to create and promote positive working relationships and to raise aspirations.
* To provide a summary of pupil progress and strategies for the next academic year for the annual pupil premium report to be published on the school website as required by the conditions of the pupil premium grant.
* To interact on a professional level with colleagues in order to promote a mutual understanding of identified pupil premium and closing the gap priorities, with the aim of improving teaching and learning across the school, leading to the raising of attainment for disadvantaged pupils.

**Leadership and Management** * In line with the School Development Plan, devise with SLT colleagues, a pupil premium action plan to achieve agreed objectives to raise outcomes for pupil premium and vulnerable pupils
* Consider successful local and national strategies and research/evidence from agencies such as the Education Endowment Foundation (EEF).
* To assist with control of a clearly identifiable budget for pupil premium pupils and ensure the effective use of the budget to achieve the objectives of the pupil premium action plan and school development plan.
* To liaise with other staff responsible for interventions and pupil progress.
* Co-ordinate and take day-to-day responsibility for the organisation of all staff involved in implementing the above.
* To evaluate the impact of intervention strategies; for example, through pupil voice, data analysis, teacher feedback and parent/carer feedback. To report these findings periodically to SLT with proposals for further action.
* To provide termly reports to the governing body.
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