

PARKFIELD PRIMARY SCHOOL
JOB DESCRIPTION
Assistant Headteacher

1. INTRODUCTION

1.1 NAME OF POSTHOLDER:

1.2 JOB TITLE: Assistant Headteacher

1.3 JOB PURPOSE: Play an active role in school strategic planning as a member of the School Leadership Team.

Be responsible for leading and co-ordinating curriculum development within EYFS

To lead teaching and learning across EYFS and KS1, with a particular focus on Early Reading

To be an outstanding classroom practitioner and carry out the duties of a class teacher.

1.4 Line Management: Reporting to - the Headteacher
Responsible for - line management of teachers (and teaching assistants) within the key stage

1.5 Liaising With: Headteacher, senior leadership team, support staff, parents, LEA representatives, external agencies.

1.6 Salary Scale: Assistant Headteacher L 1 to L5

1.7 Working Time: Full time as specified within the School Teachers' Pay and Conditions Document

1.8 CRB Disclosure Enhanced Level:

2. CLASS TEACHER DUTIES

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

3. STRATEGIC ROLE WITHIN SENIOR LEADERSHIP TEAM

- 3.1 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
 - core key skills curriculum development leader
 - teacher appraisals
 - standards in EYFS and Key Stage One
- 3.2 Contribute to school activities such as parent evenings, parental workshops and liaison with the local community.
- 3.3 Represent the school when the Headteacher/Deputy Headteacher is not available.

4. CURRICULUM DEVELOPMENT, TEACHING AND LEARNING IN THE KEY STAGE

- 4.1 To be an exemplary class teacher having high expectations of achievement and behaviour and providing a good role model of high-quality teaching and learning in a well-managed and happy classroom.
- 4.2 Be responsible for ensuring broad and balanced curriculum provision across EYFS focused on high achievement.
- 4.3 Liaise closely with members of the Senior Leadership Team and subject leaders to ensure continuity and progression across the key stages.
- 4.4 Develop and enhance classroom practice in all curriculum areas across EYFS and KS1.
- 4.5 Ensure a rich and stimulating environment for children through the development and maintenance of appropriate resources across EYFS and KS1
- 4.6 Monitor and evaluate planning, teaching and learning and assessment in EYFS and KS1 and standards of pupil achievement and progress.
- 4.7 Report to the Senior Leadership Team on standards in the key stage and attend governors' meetings as requested.
- 4.8 Lead the development of effective curriculum links with the LA, partner schools, PiraMidd collaborative, the community and external agencies.
- 4.9 Lead INSET programmes within school and organise the induction and mentoring of new staff and students alongside the Deputy

5. PASTORAL CARE

- 5.1 Promote the general progress and well being of individual pupils across the key stage.
- 5.2 Co-ordinate and lead key stage/whole school assemblies/collective worship.
- 5.3 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.

6. EXTENDED SCHOOLS, PARENTS AND COMMUNITY

- 7.1 Link with parents and outside agencies
- 7.2 Responsible for home school liaison including homework
- 7.3 Promote all aspects of school and act as a public liaison manager

7. ADDITIONAL INFORMATION

- 8.1 You are employed in the capacity of a teacher subject to, and with the benefits of, the conditions of employment set out, or referred to, in your letter of appointment and statement of particulars.
- 8.2 This job description is subject to amendment from time to time within the terms of your conditions of employment, as the needs of the school/service may require, but only to an extent consistent with those conditions of employment and only after consultation with you. The agreed Grievance Procedures may be invoked in any dispute arising from this job description or subsequent amendment, in which case teachers are advised to consult their Professional Association.

8. SIGNATURES

Both headteacher and post-holder are asked to sign and date this job description following consultation on its contents.

Signed
(Assistant Headteacher)

Signed
(Headteacher)