**Assistant Headteacher Job Description**

Conditions of Employment are given in the School Teachers’ Pay and Conditions of Employment Document 2018 (available on the DFE Website). Staff must ensure that they take care of their own health and safety and that of other persons who may be affected by their acts or omissions.

**KEY RESPONSIBILITIES**

#### WHOLE SCHOOL LEADERSHIP AND MANAGEMENT

* To work in partnership with the Headteacher to ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
* To share the strategic vision and values of the school and model these through your everyday work and practice.
* To build the team, motivating others in order to create a shared culture of improvement and a positive learning climate.
* To play a major part in the development of teaching and learning throughout the school.
* To oversee the whole school Curriculum Map ensuring the intent, implementation and impact of the curriculum across the school.
* To contribute to, and help implement, the School Development Plan.
* To provide advice guidance and support to teachers and subject co-ordinators.
* To act as the day to day teacher mentor for NQTs.
* To lead and participate in regular staff meetings, recording minutes.

#### APPRAISAL

To appraise teachers in line with our Appraisal system.

**TEACHING RESPONSIBILITIES**

This role will include responsibility for a class as designated by the Headteacher. This will include registration and other administration matters relating to the class. This overall responsibility will include:

* Planning and preparing lessons.
* Teaching pupils according to their educational needs including the setting and marking of work to be carried out by the pupils in school and elsewhere.
* Assessing, recording and reporting on the development, progress and attainment of pupils.
* To use available assessment data in order to identify gaps in attainment for vulnerable groups including Pupil Premium children and to take action in order to close the gaps.

# OTHER DUTIES

* Promoting the general progress and well-being of individual pupils and of any other class or group of pupils assigned.
* Providing guidance and advice to pupils on educational and social matters.
* Making records of and reports on the personal and social needs of pupils.
* Communicating and consulting with parents of pupils.
* Communicating and consulting with persons or bodies outside the school and participating in meetings arranged for any of the purposes described. Providing or contributing to oral and written assessment reports and references relating to individual pupils and groups of pupils.
* Participating in arrangements made for Performance Management.
* Reviewing from time to time methods of teaching and programmes of work and participating in arrangements for further training and professional development as a teacher.
* Advising and co-operating with the Headteacher and other teachers on the preparation and development of courses, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
* Maintaining good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on school premises and engaged in school activities elsewhere.
* Participating in school meetings which relate to the curriculum, administration or organisation of the school.
* Supervising and, as far as practicable, teaching any pupils whose teacher is not available to teach

**CURRICULUM LEADERSHIP**

* To oversee the whole school Curriculum Map and ensure continuity of teaching and learning throughout the school
* To ensure that the teaching of growth mindset and the School’s Values are at the core of the school’s curriculum.
* To ensure that there is sufficient coverage of the National Curriculum through evaluations of medium and short term plans
* To ensure consistent approaches are used across the school which are in line with school policies e.g. setting of home learning, marking and feedback.
* To ensure an exciting, creative, fun and challenging curriculum is delivered which inspires children to have a love of learning.
* To liaise with subject co-ordinators to evaluate strengths and areas for development across the curriculum.
* To update the Headteacher and staff on curriculum developments and statutory obligations.

**SAFEGUARDING**

* Ensure that a culture of safeguarding is of paramount importance across the school.
* Report any child protection concerns immediately, in accordance with school procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder and Governors or Trustees. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school and the Great Learners Trust in relation to the post holder’s professional responsibilities and duties.

The Great Learners Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Signed** ………………………………………

**Date** …………………………………………