Stockham School

Job Description: **Assistant Headteacher** - September 2024

Role: Responsible for developing Outstanding Teaching and Learning across the school

Salary: L3-L7

4 days classroom teacher (+PPA time) and 1 day non-contact

**Accountable to The Headteacher**:

* To assist the Headteacher in leading and managing the school
* To play a central role all areas of school improvement
* To support the school in securing effective education for all pupils and the continuous improvement of teaching and learning in the school
* To carry out the duties of a class teacher

**Part 1**: You are required to carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Documents.

**Part 2**: Post - **Assistant Headteacher Primary Group**

**Part 3**: You are required to carry out such professional duties which the Headteacher may reasonably ask you to undertake.

In addition you are required to undertake the following responsibilities:

**Teaching and Learning**

1. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through creativity and effective teaching.

2. With Headteacher and School Management Team monitor the quality of teaching and learning in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.

3. Monitor and evaluate pupil achievement and attainment developing the use of assessment for learning throughout the school with curriculum leaders. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.

4. Take responsibility for the pastoral care of pupils.

5. To monitor the standards of behaviour and achievement across both key stages and log incidents.

6. To maintain a positive ethos.

7. To share responsibility of the Health and Safety of pupils throughout the school with the Head, School Business Manager and Governors.

8. With Headteacher and Senior leadership team, develop high quality teaching and learning with the aim to promoting a large percentage of outstanding practitioners.

**Recording and Assessment**

1. Have input into the target setting process for raising achievement for pupils and feedback to the Headteacher.

2. With Headteacher, monitor progress and ensure appropriate action plans are in place where issues are identified.

3. Take responsibility for monitoring the effectiveness of classroom intervention programs and contributing delivering Pupil progress feedback meetings.

4. Take a lead role in supporting curriculum leaders to develop new assessment methods for non-core subjects and the new curriculum assessment.

**Leadership**

1. Support the Headteacher in the smooth day to day running of the school. When Headteacher is absent, ensure availability at the start of the school day for parents and staff.

2. Support the Headteacher in providing a clear direction for the development of the school, including Ofsted improvement areas.

3. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement planning and SEF.

4.Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote staff the school's values, aims, and objectives.

5. Assume responsibility for the management of the school in the absence of the Headteacher, (communicating via padlet and updating the board in staffroom each Friday).

6. Attend SLT meetings as required, and report back to staff when necessary

7. Plan, organize and chair meetings as appropriate.

8. With Head Teacher and key stage leaders, support, motivate and direct support staff.

9. Liaise with the Governors when appropriate, to facilitate their overview of school management.

10. Lead and participate in open/parent evenings.

11. Uphold the school's behaviour code and uniform regulations.

12. Participate in staff training specific to the school's development points

13.Participate in Continuing Professional Development.

14. Develop links with Governors, SEN agencies, and all stakeholders.

15. Whilst developing inspirational leadership influence the ability to act as a change catalyst and to manage conflict.

16. Deliver assemblies in the absence of or as requested by the Headteacher based on relevant school themes.

**People and Relationships**

1. To support the staff in working with parents

2. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.

3. With Headteacher - support curriculum coordinators.

4. Manage innovation and change.

5. Work collaboratively with others.

6. Develop effective working relationships with Headteacher and other senior leaders in the school.

**Human and material resources and their development and deployment**:

1. To support the Headteacher in the management of staff appraisal as required.

2. With Headteacher contribute to the audit of staff development and training needs and the provision of effective INSET.

3. Ensure support for new staff and mentor NQT's.

4. Manage the resources for a specific subject area or a whole school.

*Stockham School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check.*

*Safeguarding is paramount and full checks will be carried out before any appointment is made.*

*References will be sought and a full induction process will take place on entry into a staff position within the school. Members of staff will be expected to follow school policies related to safeguarding, child protection and health and safety.*

Headteacher: Ruth Burbank