

**JOB DESCRIPTION**

**JOB DETAILS**

**Job Title: Assistant Head Teacher – Ridgeway Primary Academy**

**Pay Scale: L4 – L8**

This job description may be amended at any appropriate time following consultation between the Assistant Head Teacher and the Head Teacher. It will be reviewed annually, and performance management objectives agreed.

**JOB PURPOSE**

To support the Head Teacher in providing professional strategic leadership of the academy, promoting the vision to build success and provide high quality education.

To work with the senior leadership team to establish and sustain the academy’s ethos and strategic direction in partnership with the strategic leadership team of the trust, Local Governing Body, Academy Trust and in consultation with the school community.

Support the Head Teacher with the strategic management of teaching and learning across the academy.

Support the Head Teacher to manage the curriculum and its assessment to ensure a high quality, innovative, effective and efficient curriculum offer. Putting pupils at the heart of everything that we do.

Work with the Head Teacher and the Senior Leadership Team to develop and ensure the effective implementation and evaluation of clear evidence informed improvement plans and policies for the academy which are realistic, timely, appropriately sequenced and suited to the context of the academy and lead to sustained school improvement over time.

Work with the Head Teacher and the Senior Leadership Team to provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupil’s welfare and developing good behaviour in the academy and in wider society.

The Assistant Head Teacher shall carry out the duties of an Assistant Head Teacher as set out in the School Teacher’s Pay and Conditions Document.

**KEY RESULT AREAS**

1. Work with the Senior Leadership Team to share, communicate and contribute to the academy’s vision, mission and values and develop the academy’s offer to drive the culture and performance to achieve excellence.

2. Support the Senior Leadership Team to lead innovation and new development across the curriculum to ensure that it is broad, structured and coherent setting out the knowledge, skills and values that will be taught to enable the academy to meet the current and future demands of all our pupils.

3. Work with the wider leadership team to ensure valid, reliable and proportionate approaches are used when assessing pupil’s knowledge and understanding of the curriculum.

4. Work with the wider leadership team to secure and sustain high quality expert teaching across all key stages which is based on evidence informed understanding of teaching and how pupils learn.

5. Work with the wider leadership team to ensure the academy offer, in EYFS, Key Stage 1 and Key Stage 2, meets the needs of all pupils leading to constantly improving outcomes for all groups of pupils including those with additional and special educational needs.

6. Work with the Senior Leadership Team to ensure systematic and rigorous self-evaluation of the work of the academy, collecting and using accurate data to understand its strengths and areas for development.

7. Support the wider leadership team to establish and sustain high expectations of behaviour for all pupils built on relationships, rules and routines which are understood clearly by all staff and pupils.

8. Provide leadership which will inspire, motivate, challenge and support all staff employed by the academy ensuring a culture of high staff professionalism

9. Work in association with the wider leadership team, trust leaders and governors to build and sustain constructive relationships beyond the academy working in partnership with parents, carers and the local community.

10. Line manage appropriate staff through academy performance management tools to ensure high expectations and academic standards are achieved.

11. As a class teacher, maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice.

12. Model effective teaching strategies and monitor pupil standards and achievements.

13. Lead an identified key stage and/or subjects.

14. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.

15. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

16. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.

17. To carry out additional responsibilities as requested by the Head Teacher and/or senior trust staff.

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Ridgeway Primary Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

**EQUALITY AND DIVERSITY**

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust’s initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

**HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

**LEARNING & DEVELOPMENT**

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.

**COMMUNICATION AND WORKING RELATIONSHIPS**

**Internal Communication/Working Relationships**

Liaison with:

Chief Executive Officer

Deputy Chief Executive

Senior Executive Group (SEG)

Headteacher group

Trustees

Local Governing Body

Human Resources

Marketing Department

**External Communication/Working Relationships**

Liaison with:

Local Authority

Local Primary and Secondary schools

Department for Education (DFE)

Ridgeway Primary Academy is the Employer.

Tyne Coast Academy Trust sponsored by South Tyneside College are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

Employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others’ health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: AG/KDS

Date: 26/03/2021