

**Acklam Whin Primary School**  
**Assistant Head Teacher Job Description**

**Job Title:** Assistant Head Teacher

**Reporting to:** Head Teacher and Deputy Head Teacher

**Grade:** Scale 7 – 11: £49,019 - £54,091

This is a full time permanent post.

**General Responsibilities**

The Assistant Head Teacher is to take a central role in assisting the Head Teacher, Deputy Head Teacher and Governing Body to develop our school in accordance with its shared values and our school development plans.

The Assistant Head Teacher is to be:

- A primary Teacher with experience across the primary age range
- An experienced curriculum and team leader
- A leader of teaching and learning and a key person in the senior leadership team

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Head Teacher as defined in the Teachers' Pay and Conditions Document.

**Specific Responsibilities**

The Assistant Head Teacher will be class based and will model good practice, develop relationships, support training and development and ensure first quality teaching and secure the smooth running of the school.

The Assistant Head Teacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well being, progress and achievement for all children. They will lead, develop and manage Key Stage 2 and have significant impact on the educational progress and attainment of English across the whole school.

The Assistant Head Teacher will be a model professional setting an excellent example to teaching and support staff. They will work in close partnership with the Head Teacher and Deputy Head Teacher in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies.

The Assistant Head Teacher will lead by example of their practice, and by positively encouraging and supporting all members of staff.

They will work with the Head Teacher and Deputy Head Teacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

They will performance manage staff including TLR leaders.

In particular, the Assistant Head Teacher will be required to:

**Leadership and Management:**

1. Work in very close partnership with and support the Head Teacher and Deputy Head Teacher in the effective day to day management of the school and school community including recruiting and inducting staff, developing and implementing health and safety policies, leading assemblies and staff meetings, arranging cover for absent staff or staff on PPA / training, hosting and organising whole school events such as open days and parents evening, and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the Head Teacher and Deputy Head Teacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development.
3. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
4. Work with the Head Teacher and Deputy Head Teacher in the school's achievement reviews and target setting processes by assisting with assessment procedures.
5. Lead all teaching and support staff to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
6. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well resourced and child friendly learning environments.
7. Assist in the line management of classroom based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, well being and good behaviour.
8. Work with the Leadership Team to provide CPD (continuous professional development) for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources.
9. With the Head Teacher and Deputy Head Teacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well being of all children.
10. Promote achievement and well being and with the Leadership Team, effectively manage the school resources to achieve the schools stated aims, meet its targets and sustain high achievement.
11. Work with the Leadership Team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

12. Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.

### **Teaching and learning**

1. Ensure that learning is at the centre of strategic planning and resource. Lead and support the teaching and learning of all children within the school through promoting models of excellent classroom practice coaching, mentoring and supported self evaluation for teaching and learning staff.
2. Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets for the whole community.
3. Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.
4. Liaise with local schools and other service providers including extended service providers and community resources to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all children and our school community.
5. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

### **Strengthening Community**

1. Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement.
2. Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovation.
4. Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff well being and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school.

### **Other duties and responsibilities**

Any other duties that the Head Teacher or Deputy Head Teacher may from time to time ask the post-holder to perform.