

**JOB DESCRIPTION:**

<b>JOB TITLE:</b>	ASSISTANT HEADTEACHER
<b>GRADE:</b>	LEADERSHIP SCALE POINT 5-7
<b>SALARY:</b>	TBC
<b>RESPONSIBLE TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Deployment of support staff allocated within the year group/classroom environment; deployment of staff to maths intervention support
<b>JOB PURPOSE:</b>	promote effective learning, appropriate achievement and educational, social and personal progress of all pupils for whom the teacher is designated as being responsible, consistent with the aims of the school and the unique needs of each individual. To be fully included in all stages of planning relevant to the children in the year group to which they have been appointed.

**CURRICULUM RESPONSIBILITIES:-** Maths; Spiritual, moral, social and cultural education

**KEY RESPONSIBILITIES AS CLASS TEACHER**

- Support the aims and ethos of the school, including following all the agreed policies.
- Make an active contribution to the policies and aspirations of the school.
- To promote equal opportunities within the school and to seek to ensure the implementation of the schools equalities scheme.
- To teach, according to their educational needs, pupils assigned to the allocated class – using differentiation, focussed teaching groups etc.
- Plan work with relevant teaching assistants to meet the learning needs of allocated pupils in a consistent and effective way.
- Use appropriate teaching and classroom management strategies to motivate pupils and enable each to progress. To maintain discipline in accordance with the rules and disciplinary systems of the school.
- Monitor the progress of pupils for whom the post holder is responsible to set expectations and give constructive feedback, including reporting to parents as appropriate.
- Maintain appropriate records to demonstrate progress made by pupils
- Participate fully in professional development activities to develop practice further, implementing and sharing the learning from these as appropriate.
- Aim to achieve any performance criteria or targets arising from the School's Performance Management arrangements.
- Fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.(Located in the headteachers office)

**KEY RESPONSIBILITIES AS SUBJECT LEADER**

- Establish and lead the strategic development of the subject consistent with the agreed aims and policies of the school.
- Advise the Head Teacher and governors with regard to preparation of subject level of School Development Plan.
- Secure and sustain effective learning for pupils through leading the well-planned and effectively organised teaching within the responsibility area, including the professional development of staff.
- Lead, manage and support staff and pupils within the subject to sustain motivation and commitment to high standards of learning and care

- Coordinate the requisition of appropriate subject resources. Be accountable for the effective deployment of resources and facilities to secure high quality learning experiences
- to assist in the development of assessment procedures in school, including management of pupil self-assessment systems.
- to advise the headteacher and colleagues on the use of information technology with reference to the implementation of National Curriculum Maths requirements .
- to monitor the implementation of the National Curriculum Maths requirements and promote Maths as a teaching and learning tool in the primary curriculum;
- to provide support to colleagues in the teaching of Maths and SMSC;
- co-ordinate, plan and lead in-service training relevant to this, and participate in meetings designed to integrate the work of the co-ordinator into the management of the school as a whole;
- to assist the headteacher in the preparation of reports relating to the teaching of Maths and SMSC if these are requested by the LA, Ofsted or the school's governing body;

**KEY RESPONSIBILITIES AS A MEMBER OF THE LEADERSHIP TEAM**

- ***Work to the Leadership Re-mit as detailed in separate document***
- to assist the Headteacher in the day-to-day organisation of the school, including dissemination of information and responsive management when and where necessary.
- ensure the school is maintained during short-term absences of the Headteacher;
- to work in partnership with the headteacher, carrying out such other associated duties as are reasonably assigned by the headteacher;
- to be a Pro-active member of Leadership Team contributing to the strategic leadership of the school at all levels . Actively contributing to leadership discussions where relevant.
- Researching and preparing appropriate information relevant to agenda items.
- Take a lead in trialling and actioning appropriate school initiatives.
- As Key Stage Leader – organise and lead relevant meetings; ensure meeting agendas and minutes are available and that agendas are linked to the School Development Plan; ensure that all logistical, pastoral, curricular and management requirements are fulfilled with your relevant Key Stage.

This job description and allocation of responsibilities may be amended, after consultation from time to time and will be reviewed annually. It should be viewed alongside the relevant sections of the School Teachers' Pay and Conditions Order. These will be reviewed annually in consultation with representatives of recognised Teaching Associations.

Signing of this Job Description indicates only that it is representation of the duties which I currently perform. It can not be seen as, in any way, consisting agreement to any variation in my contract of employment.

Signed:.....Date.....

Signed:.....Date.....  
(Headteacher)