



Midsomer Norton
Schools Partnership



Home school: St.Mary's CofE Primary School, Timsbury

Job Title: Assistant Headteacher (Primary)

Responsible to: Head of School and Executive Headteacher

Purpose:

This is a challenging and important post requiring a teacher of the highest calibre. The successful candidate must have the ability to support and work with the Head of School in all aspects of school improvement with key responsibility to develop and sustain effective practice across the school. This post includes a class-based teaching role within the post-holders phase.

Main Duties and Responsibilities

To carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

To support, hold accountable, develop and lead the teaching team in order to secure high quality teaching, the effective use of resources and high standards of learning and achievement for all pupils.

To work in close collaboration with the Head of School in whole school development:

- As part of the leadership team, establish and implement an ambitious vision and ethos for the school which is clearly articulated to all staff
- Play a leading role in school improvement and school self-evaluation process, devising, implementing and monitoring progress
- To take a leading role in raising standards, improving quality of teaching and staff development, promoting high levels of achievement throughout
- In partnership with the Head of School, monitor the quality of teaching and children's progress and attainment of children
- To support the Head of School to manage the day to day organisation of the school
- Through Leadership Team meetings, contribute to the school's organisation and overall strategy of the school
- Report to Governors as appropriate.
- Lead by example to motivate and work with others to create a shared culture and positive climate
- Lead a core subject across the whole school
- Support colleagues, including all other members of the Leadership Team in their work for the development and improvement of the school
- Work with the Head of School to lead the curriculum
- Act as mentor for less experienced staff
- To act as Deputy Designated Safeguarding Lead
- To support the development of behaviour for learning, including the implementation of the school's relational procedure.

Teaching and Learning

- Exemplify and share best practice across the school
- To model, coach and team teach alongside colleagues to develop highly effective practice, such as effective, engaging teaching, modelling new concepts, classroom management and discipline
- Model positive behaviour management and restorative approaches to managing conflict, supporting children and colleagues within the phase as required
- To monitor all aspects of the curriculum alongside the Head and SLT.
- Develop and implement action plans to inform and address areas for improvements as identified on the school's improvement plan
- To liaise with other leaders to monitor and promote effective transition arrangements to ensure continuity and progression for all pupils.

Staff Management and Development

- Where appropriate, to lead INSET for teachers and support staff on a range of relevant issues relevant to teaching and learning
- To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
- To assist in the recruitment, selection, induction and development of staff, supporting the induction of new staff within the post-holder's phase
- To demonstrate a commitment to his/her own continuing professional development and that of all staff
- To be involved in assessing the professional development needs of staff
- As part of the leadership team, to ensure excellent planning, teaching and evaluation of abroad, relevant, coherent and exciting curriculum across the school
- Be an excellent role model, exemplifying an outstanding standard of teaching and promoting high expectations for all members of the school community
- Support the development and delivery of high quality ongoing professional development including coaching and mentoring
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure staff are well informed about all aspects of school life in order to promote good communication and high morale
- Ensure that a professional demeanour and attitude is maintained by all staff

Leadership Responsibilities

- As part of the leadership team, to be actively involved in writing, driving and evaluating the aims of the ongoing School Improvement Plan
- To support the leadership team to raise standards across the school
- To support assessment in order to ensure consistent and accurate judgements of pupil performance
- To present a coherent and accurate account of pupil and team performance in a form appropriate to a range of audiences, including Governors, the Trust, the local community, and Ofsted
- To act as appraiser and line manager to staff as required.
- To work in collaboration with the Governing Body/Trust on issues of school improvement
- To play a full part in developing and enhancing relationships between the school, pupils, parents, external agencies and the local community.
- Be a strong advocate for change and champion school improvement.

Administrative Responsibilities

- Be aware of and respond appropriately to any health and safety, Child Protection and Safeguarding issues raised by staff, children, families or the community
- Ensure that you remain up to date on developments and issues with regard to the leadership and curriculum of the school
- Take on any additional responsibilities that might from time to time be determined by the

Head, as consistent and reasonable to your job duties, including deputising for the Head in their absence.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out.

The job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Special notes and conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.

Teacher

Signed Printed Date.....

Headteacher

Signed Printed Date.....