



St. John's Church of England Middle School Academy



JOB DESCRIPTION

Assistant Headteacher

Part I

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definitive list. Specific responsibilities will be agreed with the Headteacher as part of the SLT review and in accordance with the provisions of the current **School Teachers Pay and Conditions Document** - available at www.gov.uk/government/publications/school-teachers-pay-and-conditions-2019

Part II

Name:

Post: Assistant Headteacher

Scale; L6 – L10

Reporting to: Headteacher

Purpose of the Job

- Provide strategic leadership and direction for quality assurance and ensuring outstanding practice across the school
- Providing strategic leadership and direction for the Key Stages 2 and 3 curriculum
- Providing strategic leadership and direction for the Key Stages 2 and 3 achievement programmes
- Provide strategic leadership and direction for teaching and learning across the school

Part III

Teacher

Main responsibilities are to:

- deliver high standards of teaching and learning through well planned lessons and a variety of teaching methods;
- deliver lessons which have clear measurable outcomes and where AfL makes a good contribution to learning and both pupils and teachers can track progress;
- plan and deliver lessons in which pupils engage and enjoy and which challenge and extend all pupils including specified groups, such as SEN and Gifted and Talented.

- set high expectations of all pupils in terms of attainment, attendance and behaviour.
- monitor pupils' progress using appropriate data and to implement actions to ensure pupils are able to take 'the next steps' in their learning.
- ensure levels of attainment are shared with pupils and they understand the steps they need to take to improve.
- ensure through a variety of methods that parents are informed with regard to their child's learning and any relevant pastoral issues.
- provide a stimulating learning environment which has a high standard of display and is well organised and 'user' friendly for pupils.

Part IV Generic Responsibilities as a member of the SLT

The main responsibilities are to:

- assist the headteacher in the strategic management of the school;
- lead and inspire others to work towards a shared vision;
- take a leading role in continuing to raise standards of teaching and learning throughout the school;
- consistently and effectively implement and actively support the schools behaviour management policy;
- work effectively and build positive relationships with staff, parents, governors and all other stakeholders.

Part V Leadership and Management Responsibilities

The main responsibilities are to:

- be a team leader for the Performance Management of Staff;
- assist the headteacher in developing, monitoring and evaluating the effectiveness of the School Improvement Plan;
- take a significant role in school self-evaluation particularly with regard to completing the SEF for Ofsted Inspection;
- be responsible as a member of the SLT for prioritising, planning and when appropriate delivering training for Staff CPD;
- prepare reports and give presentations to governors if appropriate;
- participate in the selection and appointment of staff when appropriate

Other Specific Responsibilities:

To be confirmed:

A. Teaching and Learning

B. Curriculum

Part VI Other Professional Requirements

- have a working knowledge of teachers' professional duties and legal liabilities;
- work at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through personal presentation and professional conduct;
- contribute to the life of the school through effective participation;
- take on any additional responsibilities which might from time to time be determined.

Post Threshold

Teachers will be expected to maintain all threshold standards as outlined in the School Performance Management Policy for Threshold.

Please Note

This job description allocates duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the postholder must use directed time in accordance with the school's policy, and have regard to the Schoolteachers' Condition of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed :
Employee

Date

Signed :
For and on behalf of The
Spire Church of England Learning Trust

Date

March 2020