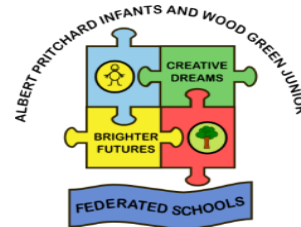


**Albert Pritchard Infant and Wood Green Junior  
Federated Schools**

**Executive Head Teacher - Mrs C. Clarke**



**Assistant Head teacher  
Job Description  
Pay scale - L1 to L6  
Commencing from September 2018**

**The Postholder is immediately responsible to:**

The Executive Head teacher in all matters and the relevant member of the school leadership group in respect of curriculum, teaching and learning

**The Postholder has line management responsibility for:**

- Teachers in their Key Stage
- Implementing and supporting Appraisal as an Appraiser

**Professional Duties of the Assistant Head teacher:**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. The duties of an Assistant Head teacher are flexible and need to adapt and change meeting the needs of the school. The Post holder should play a major role under the overall direction of the Executive Head teacher in:

- formulating the aims and objectives of the school
- establishing the policies through which they should be achieved
- managing staff and resources
- monitoring progress towards achievement

All of the above with particular reference to their phase in addition:

- the post holder must at all times carry out her/his responsibilities with due regard to the Council's Equal Opportunities Policy
- lead by example and promote a positive, professional approach to all in school
- provide support to the Executive Head teacher in the management of aspects of the day to day running of the school, ensuring that aims, policies and values are upheld (in particular when Executive Head teacher and/or Deputy) offsite, these include areas such as behaviour management, anti-bullying, safeguarding, health and safety, dealing with parents and solving day to day issues and concerns

**Leadership:**

- Be a proactive member of the Senior Leadership Team (SLT) and, as such, a role model to the whole school community
- Deputise for the Deputy and/or Executive Head teacher when they are off site and unavailable
- Play a major role in formulating, implementing, monitoring and reviewing the school self-review cycle and the SEF
- Identify relevant school improvement issues for phase
- Play a major role in formulating, implementing, monitoring and reviewing the School Development Plan (SDP)

- Lead and develop staff as required through coaching, mentoring and staff meetings and other CPD opportunities
- Play a major role in the raising of standards across the school; liaising with other AHT leaders as appropriate
- Ensure that practice is mindful of pupil and staff welfare
- Ensure that issues / concerns escalated to Executive Head teacher / Deputy
- Liaise with Office Manager re the ordering and use of stock, ensuring that the curriculum is effectively resourced
- Attend and participate in open evenings
- Uphold the school's behaviour code and uniform regulations
- Set a good example in terms of dress, punctuality and attendance
- Build active links with governors

### **Curriculum and phase lead:**

- Lead, develop and enhance the teaching practice of others in the phase through monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Ensure that key professional development needs are addressed through the provision of high quality coaching and mentoring
- Monitor and evaluate planning as part of school self-review in terms of assessment for learning, progression, differentiation, effective use of resources. Feedback outcomes to the SLT and implement necessary actions as a result
- Work towards embedding creative curriculum
- Ensure new pupils to the phase are inducted and that the new pupil checklist is completed appropriately
- Identify appropriate attainment and/or achievement targets
- Monitor pupil standards and achievement against annual targets
- Monitor and evaluate planning as part of school self-review in terms of curriculum coverage, learning outcomes, assessment for learning, progression, differentiation, effective use of resources, SEN provision. Feedback outcomes to the SLT and implement necessary actions as a result
- Monitor standards of pupil behaviour and application of behaviour policy
- Co-ordinate CPD needs and opportunities within the phase in conjunction with Deputy Head Teacher
- Act as a role model of good classroom practice for other teachers, modelling effective strategies with them
- Monitor and evaluate standards of teaching, identifying areas for improvement
- Plan and implement strategies to improve teaching where needs are identified
- Lead phase meetings and communicate issues to Executive Head teacher / SLT as appropriate

### **Assessment:**

- Evaluate standards of achievement and progress, strive for age related achievement in year groups and on track progress
- Ensure that the target setting process is robust and linked to raising standards and individual achievement
- Use data and children's work to monitor progress within the phase, action planning where necessary
- Carry out moderation of children's work—linked to SDP initiatives. Feedback outcomes to the SLT and implement necessary actions as a result

- Monitor the progress of groups of children within the Key Stage —gender, SEN, ethnic minority, Most Able, target groups. Feedback outcomes to SLT and implement necessary actions as a result
- Liaise with AHTs leading other phases on transition issues regarding assessment outcomes and expectations
- Actively work towards effective practice for KS2 statutory assessment
- Contribute to overall assessment calendar and policy
- Liaise with Deputy (Assessment co-ordinator) and SLT to ensure Assessment for Learning embedded in phase practice

**Safeguarding:**

- Be vigilant with regard to child protection and other safeguarding needs liaising with the Designated Safeguarding Lead
- Be vigilant with regard to Health and Safety ensuring all required risk assessments are in place and that they are adhered to
- Be mindful of Health & Safety regulations, carrying out regular checks of accommodation and equipment as necessary
- Ensure that Looked After Children are monitored and appropriate referrals escalated to Deputy
- Be vigilant with regard attendance issues and safeguarding concerns escalated to Executive Head teacher
- Step up appropriately when DSL / Deputy not available

Closing date: 12 noon Thursday 17<sup>th</sup> May 2018

Interviews: Monday 21<sup>st</sup> May 2018 – this includes an unseen presentation

*Postal addresses:*

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