



ASSISTANT HEADTEACHER Job Description Mayfield School

Job Title: Assistant Headteacher

Accountable to: Headteacher , Deputy Headteacher Governing Body

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school with particular regard to the above.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan/ School Evaluation and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved.
 - Leading and managing staff and resources to that end.
 - Monitoring progress towards their achievement.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.
- To be responsible for teaching across both key stages as required.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school.
- Formulating the aims and objectives of the school and policies for their implementation.
- To contribute to planning improvement which will translate school aims and policies into actions.
- Implementing the Local Authorities and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.
- The efficient organisation, management and supervision of school routines.

Curriculum Development

- To contribute to:
 - The development, organisation and implementation of the school's curriculum with regards to lead area of learning.
 - School policies on curriculum, teaching and learning, assessment, recording and reporting.
 - Ensuring that the learning and teaching provided form a co-ordinated, coherent curriculum entitlement for individuals.
 - Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school- in regards to their curriculum area.
 - Report regularly to governors in the area of responsibility.
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided across key areas of responsibility.

Pupil Care

- To be responsible for the oversight of agreed Individual Learner Plans, Education Health and Care plans and their review and tracking.

To Contribute to:

- The development, organisation and implementation of the school's policy for Communication Language and Literacy.
- The effective induction of pupils.
- The determination of appropriate pupil groupings.
- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour.
- The development of culture of independent learning.
- The handling of individual pupil disciplinary cases.

The management of staff

- To be responsible for the induction, line management and appraisal of an agreed staff team.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.

- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports in relation to areas of responsibility.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments – with particular regards to transition to next destination
- To develop and maintain positive links and relationships with the community, local organisations and employers.