



Job Description

Job Title: Assistant Head Teacher

Salary Scale: STPC Leadership Point – 6-10

Contract: Full time

Responsible to: The Headteacher and Governing Body of Thrive Federation

Main Purpose of Job

Support the Head Teacher in providing professional leadership for Cornfield, which strives for success and continuous improvement, ensuring high quality education for every pupil.

- Teach half a timetable, strength in Maths or another core subject
- Manage Continued Professional Development for designated staff and evaluate the impact that it has on pupils' learning.
- Lead Data collections and analysis of behaviour and SEAL progress
- Examinations Officer
- Recording and reporting
- Parent Liaison
- PM Appraisal
- Management oversight of WRL and extended curriculum
- Teach in curriculum subject area

Duties and Responsibilities

You are required to carry out the professional duties of a teacher other than a Head Teacher as written in the current School Teachers' Pay and Conditions Document.

To play a major role under the overall direction of the Head Teacher in:

- Positively supporting the aims and objectives of the school
- Monitoring progress towards pupils' achievement.

Strategic Direction and Development of the School

- Support the Head Teacher in providing vision, purpose and leadership.
- Ensure the commitment of all who are involved in Cornfield School to its aims and vision.
- Actively lead areas of the School Development Plan.
- Monitor and take actions under guidance from the Head Teacher.
- Take a positive and active part in the school's Senior Leadership Team.

Teaching and Learning

- Positively contribute to the teaching and learning objectives of the school.
- Positively promote differentiation with the aim to ensure the curriculum meets the needs of every pupil who attends the school.
- Positively promote communication with the aim that all staff expect and enable every pupil to communicate.
- Exemplify a good standard of classroom practice which meets the aims and objectives of the school
- Assist the Head Teacher in supporting and monitoring teachers to meet standards set out on the professional development framework.
- Establish, manage and expect high standards of pupil behaviour.
- Undertake a significant teaching timetable and, by example, to provide a good professional model as classroom practitioner.
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review.
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.
- Work in conjunction with the Head Teacher to ensure that the learning needs of all pupils are met.

Leading and Managing Staff

- Assist in the school's Performance Management of teachers
- Manage CPD throughout the school so that all staff receive training that is appropriate to the current School Development Plan.
- Support the head teacher in ensuring that all documentation is completed and handed in by the agreed date.
- When appropriate lead staff INSET.
- Manage examinations across the school ensuring all staff and students prepared for examination series
- Manage oversight of College links and Work Related Learning programs.

Effective Deployment of Staff and Resources

- Manage the budget and resources for area of responsibility.

Accountability

- Maintain a record of how you have moved your agreed areas forward.
- If appropriate write and deliver a report to the Management Committee that evaluates the progress that your work has had on supporting the pupils' learning.
- Assist the Head Teacher in ensuring that staff understand and support the school's aims and objectives
- Registered DSL as one of a team of four.

Other Responsibilities:

- Identifying and monitoring the delivery of appropriate education for identified groups of pupils
- Liaison with appropriate agencies
- Monitoring WRL and individual student induction
- Coordinating in house INSET

- Carrying out the duties of Child Protection Officer in conjunction with the Headteacher and DHT
- Coordinate the delivery of Functional Skills in line with National requirements
- Examinations officer and data analysis of examination outcomes

Undertake other reasonable duties as may be requested by the Head Teacher

Signed

Postholder _____ date _____

Headteacher _____ date _____

Chairman
of Governors _____ date _____

