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**Job details**

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| --- | --- |
|  Salary range: | L1 |
|  Contract type: | Permanent |
|  Reporting to: | Co-Headteachers |

**Main purpose**

The Assistant Headteacher will have classroom commitments, included below

* Assist the Headteacher in leading and managing the school as required
* Fulfil the professional responsibilities of a teacher, as set out in the School Teacher’s Pay and Conditions Document (STPCD)
* Meet the expectations set out in the Teacher’s Standards
* Fulfil duties reasonably directed by the Headteacher

*N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.*

**Key responsibilities:**

In addition to the core teaching responsibilities set out below, the Assistant Headteacher will be required to:

* Contribute significantly to the direction of the School Development Plan taking account of the priorities of the school
* Take a lead role in monitoring and evaluating standards across the whole school, actively promoting effective teaching and learning practices
* Be an active participant of the schools’ senior leadership team
* Work closely with the Headteacher and deputy to ensure that the school offers a high quality and engaging curriculum for its pupils.

**Teaching:**

* Be responsible for the quality of the teaching and learning of all pupils who are assigned to the post holder
* Plan and teach well-structured lessons to assigned classes, following the school’s plans and curriculum
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils
* Participate in arrangements for preparing pupils for examinations.

**Whole-school organisation, strategy and development:**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the school’s vision and values
* Work with others on curriculum and/or pupil development to secure coordinated outcomes.

**Health and Safety:**

* Be aware of, comply with and monitor the implementation of policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
* Promote the safety and wellbeing of pupils
* Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

**Working with colleagues and other relevant professionals:**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues.

**Management of staff and resources:**

* Direct, supervise and provide support to support staff assigned to them and, where appropriate, other teachers
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff
* Monitor quality and standards of resources delegated to them.

**Professional development:**

* Take part in the school’s appraisal procedures
* Take part in further training and development in order to improve own teaching and overall performance
* Where appropriate, take part in the appraisal and professional development of others.

**Communication:**

Communicate effectively with pupils, parents/carers, colleagues, wider school community and governors.

Signed: …………………………………….. Name: …………………………………………

Date: ………………………………………...