

Job Description

Name:

Role: **New Addington Assistant Headteacher**

Start: **September 2019**

Core Responsibilities

- Undertake the duties of a teacher as specified by the most recent School Teachers' Pay and Conditions Document (STPCD).
- Lead teaching and learning as a Lead Teacher, working with teachers across the school to improve their practice through team teaching, modelling lessons and leading staff INSET.
- Be an inspirational and outstanding practitioner, working within a team to support the development of the academy's vision for educational excellence.
- Work with the Executive Headteacher & Head of School/Headteacher to promote the agreed vision of STEP Academy Trust, taking a lead role in the strategic development and delivery of the school's mission and values.
- Work with the Executive Headteacher & Head of School/Headteacher to develop teaching and learning.
- Lead a Key Stage and Core subject, within your team, be responsible for tracking attainment and progress, line managing staff, supporting teachers in developing their practice and leading CPD staff meetings as appropriate.
- Work with the Executive Headteacher & Head of School/Headteacher to implement policies and procedures ensuring the health and safety of pupils, staff, parents and members of the wider community.
- Lead an area of priority on the Academy Improvement Plan.
- Be responsible for line managing Teaching Assistants and some teachers.
- Undertake any professional duties that might be delegated by the Headteacher.
- Lead on a core area across the academy

Other duties

- Keep the Executive Headteacher/Head of School informed of issues arising / affecting the staff and wider school community.
- Attend selected Strategic Governing Body meetings and report to Strategic Governing Body as required and directed by the Executive Headteacher.
- Assist the Executive Headteacher & Head of School/Headteacher in the recruitment and appointment of new staff.

- *Deputise in the absence of the Head of School/Headteacher and Deputy Headteacher in all aspects of school management.*
- *Act as team leader in the performance management of teachers and/or teaching assistants in accordance with the STEP Performance Management Policy.*

Leading and developing others

- *Generate an atmosphere of focus, drive and high expectations based on your own practice. Be a strong role model.*
- *Advise and support, and hold to account, teachers and leaders in your phase.*
- *Ensure agreed structures and policies are observed by all members of the team.*
- *Assume responsibility for discipline within the phase, meeting parents where appropriate.*
- *Coordinate and chair team weekly phase meetings (keeping minutes).*
- *Monitor planning on a regular basis to ensure it effectively meets the needs of the children.*
- *Regularly monitor the marking of children's books, ensuring high expectations are maintained and school procedures are followed.*
- *Monitor and moderate the assessments of teachers in your team providing written and/or verbal feedback e.g. termly writing samples.*
- *Support teachers in the delivery of tailored interventions and support as outlined in EHCP's and monitor children's progress towards achieving agreed targets.*
- *Agree and regularly review challenging pupil and class targets with teachers in your team.*
- *Coordinate formal assessments e.g. SATs, FS Profiles and Optional SATs; analyse and present data.*
- *Evaluate standards across the phase, assess progress and identify areas of weakness. Prepare written reports for the Strategic Governing Body when required.*
- *Provide good, clear information for parents.*
- *Oversee the organisation of class trips, journeys and productions, including risk assessments.*
- *Keep notes on matters relating to the team including: meetings with staff, interactions with parents and incidents involving children. Notes should be dated and outline key points.*
- *Proof read end of year reports within your phase, ensuring high standards of written English.*

General

- *Promote the agreed vision of STEP Academy Trust.*
- *Be committed to raising standards of achievement.*
- *Provide a safe, welcoming, organised, creative and interesting learning environment.*
- *Be aware that each child has a right to equal opportunities and equal access to the curriculum.*
- *Implement all the policies agreed by STEP Academy Trust.*
- *Maintain high expectations and insist the children always produce their best.*
- *Maintain good order and discipline among the pupils when they are in school and engaged in school activities elsewhere.*
- *Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.*
- *Work collaboratively with colleagues in a team, setting high professional standards.*
- *Take an active part in the life of the school.*

Evaluation, Assessment and Record Keeping

- *Assess, record and report on the development, progress and attainment of pupils as defined in agreed policies.*
- *Communicate and consult with pupils, colleagues, parents/carers and outside agencies as appropriate.*
- *Mark work, providing regular feedback, according to the agreed Marking and Presentation Policy.*
- *Set regular ambitious yet achievable targets for the children.*

Other Responsibilities

- *Participate in scheduled meetings, including a weekly phase/INSET meeting and daily morning meeting.*
- *Participate in duty rosters, including taking assemblies, lunch and playtime duties.*
- *Participate in the school's arrangements for performance management and other professional development activities.*
- *Facilitate the training of students as required.*
- *Safeguard the health and safety of all children.*

Signed: _____

Date: _____