

## Job Description

**Job title:** Assistant Headteacher  
**Grade:** Leadership 9 - 13

**School:** Tudor Academy

### 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 Headteacher & Head of School 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 phase group and, 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 Headteacher & Head of School 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 teachers.
- Undertake any professional duties that might be delegated by the Headteacher.
- Carry out your role within one or more of the New Addington Cluster.
- Lead on a core area across the academy

### Other duties

- *Keep the Headteacher 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 Headteacher & Head of School 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.*