

Job Description

Job Title	Assistant Headteacher with core subject responsibility
Grade	Leadership (Inner London)
Responsible to	Head of School

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 Head of School & Senior Leadership Team 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 them Head of School & Senior Leadership Team to develop teaching and learning.
- 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 Head of School & Senior Leadership Team 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 Head of School.

Other duties

- Keep the Head of School informed of issues arising / affecting the staff and wider school community.
- Attend selected Academy Committee meetings and report to the Academy Committee as required and directed by the Head of School.
- Assist the Head of School & Senior Leadership Team in the recruitment and appointment of new staff.
- Deputise in the absence of the Head of School 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 Appraisal 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 team.
- Ensure agreed structures and policies are observed by all members of the team.
- Assume responsibility for discipline within agreed phases, 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 children's work, 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
- 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 school-wide assessments; analyse and present data.
- Evaluate standards across the phase, assess progress and identify areas of weakness.
- 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 agreed phases, 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 and useful 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.
- Provide regular feedback, according to the agreed Marking, Feedback and Presentation Policy.
- Set regular ambitious yet achievable targets for the children.

Other Responsibilities

- Participate in scheduled meetings, including bi-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.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of pupil and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

Person Specification

Those elements marked (a) will be assessed in your application Those elements marked (b) will be assessed in your application and during the selection process e.g. interview, presentation Those elements marked (c) will be evaluated during the selection process e.g. task NB references will be used to support the selection panel's assessment	Essential	Desirable
Qualifications		
1. Qualified Teacher Status (a)	*	
2. Degree level education or an equivalent professional qualification (a)	*	
3. Evidence of recent continuing professional development	*	
Experience		
4. Recent successful co-ordination/experience and a proven ability to raise standards (a) (b)	*	
5. A proven track record of excellence as a class teacher in the primary phase (b) (c)	*	
6. Promotion of positive behaviour management strategies and constructive handling of problems (b) (c)	*	
7. Successful experience of improving the quality of teaching and learning through processes of monitoring, supporting and motivating (b)	*	
8. Successful experience of accelerating rates of pupil progress, including those of children with Special Educational Needs or Disabilities and other vulnerable pupils (b) (c)	*	
9. Successful implementation of curriculum development (b)	*	

Knowledge		
10. An understanding of the different ways in which children learn and of a variety of teaching styles (b) (c)	*	
11. A thorough knowledge of the whole primary and foundation stage curriculum, its organisation and assessment (b)	*	
12. A knowledge of current school self evaluation procedures and strategies for raising standards of achievement (b)	*	
13. A commitment to and an understanding of the processes of inclusion and equal opportunities (b)	*	
14. A clear understanding of current educational legislation, issues and debates (b) (c)	*	
Skills		
15. An ability to lead and work as part of effective teams (b) (c)	*	
16. Be able to communicate clearly and effectively both orally and in writing with pupils, staff, parents, carers and governors (b) (c)	*	
17. Have good reasoning powers and good judgement in a variety of situations (b) (c)	*	
18. Maintain, improve and develop close links with pupils, parents, carers, governors and the wider community (b)	*	
19. Plan, monitor and evaluate aspects of school development and lead by example (b)	*	
20. Manage change successfully (b)	*	