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**Post: ASSISTANT HEADTEACHER**

**Pay range:** L3 -7

**JOB DESCRIPTION**

**Line of responsibility:** The AHT is directly responsible to the Headteacher and Deputy Headteacher

**Purpose of Role**

The Assistant Headteacher will:

* Be a member of the Senior Leadership Team
* Assist the Headteacher and Deputy Headteacher in leading and managing the school
* Undertake such duties as are delegated by the Headteacher
* Play a role under the overall direction of the Headteacher in formulating, developing and reviewing the school self-evaluation and the aims and objectives of the school, reflecting its Muslim ethos and values by:
* Establishing the policies through which they shall be achieved
* Leading and managing staff and resources to that end
* Monitoring progress towards their achievement.
* Have a teaching commitment according to the needs of the school.

The Assistant Headteacher will have a range of specific responsibilities:

* Phase leadership
* Responsible for a core school area
* Community links - Developing partnerships with parents, local schools, community groups and other providers
* The role of Deputy Designated Lead for Safeguarding

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

**Class Teacher**

EXPECTATIONS OF ALL TEACHERS

* Uphold and promote the school’s aims and values
* Carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Gatton School
* To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
* Uphold the school’s principles and policies which underpin good practice and the raising of standards.
* Work together, as part of a team, to develop areas of provision that impact positively on learning and teaching in the across the school.
* Take an active role in the school self-evaluation process.
* Actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

* Assist and support the Headteacher to consolidate, develop and implement the values and vision of the school in the daily activities and practices.
* Work closely with the Headteacher, staff and governors in developing a broad and balanced curriculum that meets statutory guidelines.
* Work with other staff to promote high standards of teaching and learning, spiritual, moral, social and cultural development and promotion of British Values.
* Work with other staff to ensure continuity from one phase to another.
* Analyse all available data to identify patterns of underachievement and work with staff to take appropriate action to raise attainment.
* Co-ordinate curriculum initiatives, events and awards that promote the school within the community
* Liaise with outside agencies where necessary and provide the LA and DfE with information as required.
* As Assistant Headteacher, lead a team through the school self-evaluation process.
* As part of the senior leadership team, work to improve standards in the school through the school development plan.
* Monitor, evaluate and review with the Headteacher and Deputy Head the effectiveness of school policies, priorities and targets.
* Lead by example to inspire and motivate pupils, staff, parents and governors in a shared vision and purpose for the school.
* Promote a positive ethos in the school based on high expectations of teaching and learning
* Work with staff, pupils, governors and parents to secure commitment to the vision and direction of the school.

**TEACHING AND LEARNING**

* Monitor and evaluate the quality of teaching and standards of learning and agree areas for improvement.
* Monitor the teachers’ long term and short term planning and ensure and is appropriately differentiated to meet the needs of the children.
* Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on pupils’ learning and achievement.
* Develop the phase team and individuals to enhance performance.
* Undertake coaching and mentoring.
* Plan, organise and deliver staff meetings, where necessary bringing in outside speakers.
* Keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
* Agree with class teachers, realistic attainment targets for pupils, monitor progress towards these and oversee the arrangements for end of year assessments in designated year groups.
* Support teachers with appropriate strategies in order to meet the needs of all pupils in their phase, including the most able, the disadvantaged, those with SEND, pupils with English as an Additional Language and any other identified vulnerable groups.
* Keep under review the school’s marking, feedback and assessment policies and monitor their implementation.
* Collaborate with staff in school and colleagues from the LA and local schools to carry out moderation of assessments to validate judgement and develop best practice in teaching, learning and assessment.
* Support staff in developing ICT as a tool for teaching and learning.
* Work with the Senior Leadership Team (SLT) in keeping under review the agreed behaviour policy of the school and assist the staff in day to day matters of discipline.
* Work in partnership with parents to develop and improve pupil achievement.

**LEADING AND MANAGING STAFF**

* Line management of staff in the phase.
* Line management and review of designated support staff as agreed with the Deputy Head for inclusion and Headteacher.
* Work with other senior leaders to co-ordinate the work of Middle Leaders.
* Ensure there is an induction programme for casual entrance in place in the phase.
* Monitor the resources that support the curriculum.
* Provide mentoring support to newly qualified teachers, ensuring that induction procedures are followed.
* Undertake the role of Staff Appraisal Reviewer.
* Work with senior and middle leaders to ensure that timetables are effectively and efficiently organised including assembly and playground rotas.
* Meet with and report to the Headteacher and Deputy Head on a regular basis to ensure the efficient management of their delegated areas.
* Ensure good communications are maintained between staff through structured meetings and the regular dissemination of information.
* Participate in the recruitment and development of teaching and non-teaching staff of the school.
* Actively promote constructive working relationships within the school and a pleasant, professional working environment.

**SECURING ACCOUNTABILITY**

* Work with the Headteacher and Deputy Headteacher to ensure the school’s accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes in their phase.
* Work with the Governing Body (providing information, objective advice and support) to support it in meeting its responsibilities.
* Develop and present a coherent, understandable and accurate account of the school’s performance in their phase
* Reflect on personal contribution to school achievements and take account of feedback from others.
* Make a measurable contribution towards achieving the goals, vision and targets of the whole school.
* Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
* Provide guidance on a choice of teaching and learning methods/strategies
* Coach and mentor
* Model and demonstrate
* Act as a consultant for other staff
* Exemplify good practice
* Undertake shared planning, team teaching etc.
* Develop and implement systems for recording individual pupil’s progress.
* Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

**SPECIFIC DUTIES**

* Contribute to the day-to-day running of the school.
* Deliver the role of Deputy Designated Safeguarding Lead: To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.
* Be responsible for behaviour policy and practice in your phase
* Contribute to a positive ethos for learning.
* Provide an exciting, stimulating and creative curriculum.
* Promote the values and achievements of the school to the community.
* Ensuring the safety of all staff and pupils within phase team by co-ordinating risk assessments, planned trips and visits and any school activities with a risk potential. This includes ensuring all staff within phase team are aware of potential risk factors and school procedures for managing risk effectively.
* Co-ordinate and assist in leading assemblies.
* Take an active role in the Leadership Team, contributing to the development of identified areas leading to high standards of teaching.
* Make effective use of resources and improved standards of learning and achievement for all children.
* Lead the performance management of a group of teachers.
* Identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout.
* Attend occasional meetings scheduled to take place outside the school day and term time calendar (e.g. meetings of the Leadership Team, attendance at Governing Body meetings and strategic planning meetings).
* Prepare and present reports to senior leaders, staff, parents, governing body and external agencies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

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**ASSISTANT HEADTEACHER**

**Pay range:** L3-7 **Responsible to:** Headteacher and Deputy Head

**PERSON SPECIFICATION E = Essential D = Desirable**

Educational Qualifications and Training

* Qualified teacher status (E)
* Evidence of additional training relating to National Professional Qualifications (D)
* A commitment to furthering own professional understanding and expertise (E)

Experience

The Assistant Headteacher will have:

* A proven track record as an outstanding teacher (E)
* Substantial experience of teaching in a in a multi ethnic primary school (E)
* Evidence of success in raising pupil achievement through
* improving the quality of teaching and learning (E)
* effective use of data and target setting (E)
* Evidence of successful experience in a leadership and management role (E)
* Evidence of successful experience in developing whole school initiatives (E)
* Evidence of effective contribution to the school improvement plan (E)
* Experience of developing links with parents, school governors, the local community, outside agencies and the LA (E)
* Evidence of effective delegation to staff and effective follow-up to ensure tasks are completed well (E)

Knowledge and Understanding

The Assistant Headteacher should have knowledge and understanding of:

* The aims of a Muslim School (E)
* The leadership role in spiritual development of pupils and staff (E)
* The National Curriculum, Early Years Foundation Stage Curriculum, new government initiatives, national tests, assessment and monitoring procedures and the SEND Code of Practice. (E)
* Curriculum development and effective pedagogy (E)
* Assessment, recording and reporting of pupil progress and achievement including the use of data in the EYFS, KS1 and KS2 (E)
* Effective strategies for school improvement (E)
* Current educational developments and issues with particular reference to KS1 and KS2 (E)
* Relevant legislation and guidance in relation to working with and the protection of children and young people. (E)
* The equalities agenda and its relevance to a school context including a clear appreciation of the needs of pupils from a variety of social, cultural and religious backgrounds (E)
* Staff development processes and techniques, relevant to both teaching and non-teaching staff (E)

Skills

Leadership skills

The Assistant Headteacher will demonstrate the ability to:

* Inspire and motivate pupils, parents to achieve the aims of the school (E)
* Teach outstanding lessons that meet the needs of all pupils therefore act as an excellent role model for other staff (E)
* Motivate and inspire staff in a team and guide and monitor their work (E)
* Set standards and maintain high expectations of staff and pupils (E)
* Contribute to the school’s strategic direction in raising achievement (E)
* Demonstrate a commitment to and strategies for raising pupil achievement through improving the quality of teaching and learning (E)
* Evaluate pupil achievement data and to effectively use it to support school self-evaluation and strategic planning (E)
* Construct action plans with SMART targets to address school development priorities and evaluate them using a range of monitoring evidence (E)
* Manage resources and related budgets. (E)

Decision Making and Communication Skills

The Assistant Headteacher will demonstrate the ability to:

* Articulate and share a vision of primary education within the context of the mission of a Muslim school (E)
* Communicate effectively orally and in writing with pupils, staff, governors and the wider community (E)
* Lead workshops, staff meetings and INSET. (E)
* Demonstrate coaching and mentoring skills (E)
* Display a willingness and ability to work using Information and Communication Technology (E)
* Sensitively relate to parents, the local community and outside agencies (E)
* Negotiate and consult effectively (E)

Self-Management

The Assistant Headteacher will demonstrate the ability to:

* Use staff development processes and techniques, relevant to both teaching and non-teaching staff (E)
* Adapt to changing circumstances and new ideas (E)
* Prioritise and manage time effectively and cope under pressure (E)
* Analyse situations, and prioritise and help to implement realistic solutions (E)

Personal attributes

The Assistant Headteacher will be:

* Honest and trustworthy with high levels of professional integrity (E)
* Sensitive, positive and able to foster good relations (E)
* Resilient, flexible and adaptable (E)
* Proactive and approachable (E)
* A team player with the ability to motivate and inspire staff and by being an excellent role model (E)