

JOB DESCRIPTION

POST: Assistant Headteacher (Primary)

SCHOOL: Seven Mills Primary School

PAY RANGE: L 5 - 9

Job Purpose

To carry out the professional duties of a primary class teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.

The job description contains all the elements of the class teacher role, plus additional leadership responsibilities.

Areas of Responsibility and Key Tasks

Planning, Teaching and Class Management

Teach allocated pupils and achieve progression of learning through:

- identifying clear teaching objectives and individual pupil targets, building on prior attainment;
- planning stimulating and engaging lessons that challenge pupils and ensure high levels of interest;
- identifying Special Educational Needs, including able pupils;
- delivering clear, well-structured and well-paced lessons;
- maintaining discipline in accordance with the school's procedures and promoting high standards of pupil behaviour, standards of work and homework;
- using a variety of teaching methods to:
 - i. match delivery to both content and the full range of pupil learning styles;
 - ii. select appropriate learning resources
 - iii. carry out effective questioning, listen carefully to pupils and give attention to errors and misconceptions
 - iv. address and overcome barriers to learning that may arise out of pupils' confidence in spoken English.

- ensuring pupils acquire and develop core skills;
- evaluating own teaching critically to improve effectiveness;
- managing the effective and efficient deployment of classroom support;
- encouraging pupils to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively;
- using a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning.

Monitoring, Assessment, Recording, Reporting

- assess how well learning objectives have been achieved and use this assessment to inform the next steps;
- mark and monitor pupils' work and set targets for progress;
- prepare and discuss summative assessments of pupils' attainment on a regular basis, in line with the school's policies and systems;

- undertake assessment of students as requested by examination bodies, departmental and school procedures;
- prepare and present informative reports to parents.

Curriculum Development

- take responsibility for a subject or aspect of the school's work, develop plans which identify clear targets and success criteria for its development and / or maintenance;
- contribute to whole-school planning activities.

Leadership Responsibilities

- to lead the teaching and learning of numeracy or literacy across the school;
- to monitor and report on pupil progress in numeracy or literacy across the school;
- to lead other curriculum areas/learning initiatives if necessary;
- to attend in Senior Leadership Team meetings and share in the 'bigger picture' of school improvement work;
- to participate in the day-to-day management of the school, holding specific responsibilities (e.g. extended schools provision or NQT) if required;
- to support colleagues both informally and formally (e.g. through coaching, shared planning, etc);
- to carry out performance management for a small number of junior colleagues;
- to deputise for the head or deputy in their absence.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The post is subject to the terms and conditions outlined in national agreements on school teachers' pay and conditions. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay & Conditions Document.

This job description may be amended at any time following discussion between the head teacher and a member of staff.