

Houghton Regis

Headteacher:

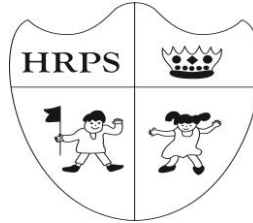
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Primary School

St Michael's Avenue

Houghton Regis

Dunstable

Beds

LU5 5DH

JOB DESCRIPTION: ASSISTANT HEADTEACHER

JOB PURPOSE: To work with the Governors, Headteacher and Deputy Headteacher to lead and support staff in all aspects of the management and organisation of the school.

RESPONSIBLE TO: Headteacher

MAIN DUTIES AND RESPONSIBILITIES:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Head Teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

1. To be an exemplary teacher, having high expectations and providing an excellent role model of high quality teaching and learning within well managed, safe and happy learning environments.
2. To carry out all responsibilities with due regard to equal opportunities.
3. To ensure that all pupils and staff fulfil their potential by encouraging high expectations within the school.
4. To assist the Headteacher and Deputy Headteacher in determining, organising and implementing and monitoring an appropriate curriculum for the school, including working with curriculum co-coordinators and teams.
5. To undertake a range of administrative and organisational responsibilities to ensure the effective running of the school.
6. Work in partnership with the Headteacher and Deputy Headteacher to lead, motivate, challenge and to develop staff to ensure continuous school improvement.
7. Support the Headteacher and Deputy Headteacher in the setting and evaluation of school and pupil results and use performance data to inform whole school and individual pupil targets, leading staff in a regular review of progress against targets, implementing change as necessary, ensuring high levels of attainment which meet the needs and potential of all pupils.
8. Support colleagues in their teaching through effective assessment and accurate data analysis, working to ensure that whole school systems for assessing pupil progress are rigorous and accurate.
9. Assist the Headteacher and Deputy Headteacher in developing and maintaining the caring ethos of the school and to nurture relationships between governors, staff, parents and pupils, outside agencies and other community partners.
10. Undertake any professional duties reasonably requested by the Headteacher.

MORE SPECIFIC DUTIES AND RESPONSIBILITIES:

The Assistant Head Teacher is to be:

1. A Primary Teacher with experience across the primary age range.
2. The Assistant Head Teacher will be class based and lead by example of their practice, and by positively encouraging and supporting all members of staff.
3. They will work with the Head Teacher and Deputy Head Teacher to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.
4. A leader of teaching and learning and a key person in the senior leadership team
5. To ensure the safeguarding of all pupils.
6. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
7. Work with the Head Teacher and Deputy Head Teacher in the school's achievement reviews and target setting processes by assisting with assessment procedures.
8. Lead Teachers and team leaders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date.
9. Assist in the line management of classroom based personnel to ensure the provision of high quality interventions and support for children's progress, achievement, well-being and good behaviour.
10. Monitor the effectiveness of teaching and learning through teachers' planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions.
11. To support the Headteacher and Deputy Headteacher on the recruitment, deployment and performance of staff.
12. Assume responsibility for the management of the school in the absence of the Head Teacher and the Deputy Head Teacher.