

The Dales

**A Specialist Community School**

JOB DESCRIPTION

**JOB TITLE**: Assistant Head Teacher

**REPORTS TO:** Deputy Head Teacher

**PAY RANGE**: L4-L8

**PURPOSE OF JOB**

To lead, support, develop and hold accountable a team of staff to ensure excellent student progress, high standards of behaviour and attendance and overall student well-being within the school.

To model exemplary leadership, raise expectations and standards and promote a caring, values-driven environment in which student achievement is promoted, recognised and celebrated.

To model and promote high standards in all areas of the school’s work in order to secure school improvement towards ‘outstanding’ outcomes.

**PRINCIPAL ACCOUNTABILITIES** *These are in addition to the classroom teacher job description.*

• Together with the SLT ensure a high standard of provision for pupils

• To line manage and performance manage identified staff

• To be an excellent classroom practitioner

• Have an impact on educational progress across the whole school and contribute to the vision and ethos of the school

• Actively participate in whole school self-evaluation and school improvement planning

• Be a member of the senior leadership team (SLT) and attend meetings

• Work effectively with other Phase Leaders

• To be an effective role model for your team in terms of teaching, behaviour management and classroom management

• To participate in regular phase meetings with team members

• To take assemblies where appropriate

• To act as a mentor for new staff and visitors with your area of responsibility.

• Liaise with colleagues to identify group and individual training needs and provide support for colleagues within your area of responsibility.

• Support the transition of pupils to and from your area of responsibility and within it

• Ensure that all school policies are fairly, and consistently, applied and to secure their compliance and monitor, review and evaluate their impact, within the phase.

• To ensure year group planning and assessment is effective in moving all pupils on in their learning. Assist with setting and monitoring of professional standards in the work of all staff.

• Review and develop strategies to improve pupil voice, engagement, attitude and learning. Respond to discipline referrals by staff promptly and investigate each one fairly. Organise and deliver year group meetings, support running of teams through rotas and timetables.

• Support the school’s programme of extra curriculum activities

• Provide information to pupils and parents about targets, achievements and progress

• Monitor the quality of teaching and learning within your team by undertaking lesson observations, planning and work scrutiny

• To oversee the deployment of TAs allocated to your area of responsibility.

• To organise extra-curricular visits

• To review year group data on a regular basis to ensure accountability of all members of staff in your phase

• To analyse data and act on it appropriately to ensure all children are able to maximise their potential

• Coordinate staff absences including organising cover.

• To lead and manage the review and development of curriculum provision across the whole school or your area of responsibility.

• To work closely with subject leaders and phase leaders to develop curriculum provision and cross-curricular opportunities

• To widen the level of awareness of staff at The Dales School of research and its implications for practice across the school

• To embed a learning to learn culture in our school

• To monitor curriculum provision for agreed coverage and quality of provision

• To ensure continuity and progression in the curriculum from the Foundation Stage to Key Stage One and from Key Stage One to Key Stage Two

• Take the lead in curriculum matters which are School, Local or National priorities

• Report to the Head Teacher and the Governing Body concerning curriculum matters

• Keep up to date with any changes to the National Curriculum and the Foundation Stage Curriculum and disseminate that information to all staff being prepared to lead staff meetings when appropriate

• Advise the Head Teacher on resourcing issues when the budget is set

• To work with other Senior Leaders on a rolling programme of subject monitoring and feedback and work with them on developing next steps in the School Strategic Plan

• To be responsible for the coaching, mentoring or training of staff in your team relating to monitoring, evaluation and subject development

• Advise Senior Leadership Team on Curriculum Development areas for inclusion on the School Improvement Plan

• Work closely with the Inteervention Team to ensure provision for every child meets their needs

• Work in partnership with other schools and organisations linked to The Dales School

*The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*

*Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.**

*THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND RECHECKING AS APPROPRIATE*