



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Assistant Head Teacher - The Beacon Centre

GRADE: L5 - L9

RESPONSIBLE TO: Head Teacher

The appointment is subject to the current conditions of service for Assistant Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

KEY AREA OF RESPONSIBILITY

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The strategic direction and development of the school is reflected in the school's mission statement and School Development/Improvement Plan.

The Assistant Head Teacher works with the Head Teacher and Deputy Head Teacher to develop a vision and strategic view for the school in its service to the community. He or she analyses and plans for future needs and further development within local and national contexts.

MAIN TASKS

Work with the Head Teacher in:

- 1.1 Supporting the Head Teacher in ensuring that the whole school works co-operatively and collectively to deliver for the children, a curriculum of quality, breadth and coherence
- 1.2 Fulfilling the mission statement and vision and proactively working to promote and embed the school's vision and ethos amongst all stakeholders
- 1.3 Formulating the educational aims, objectives and targets of the school and policies for their implementation
- 1.4 Ensuring and agreeing the production of the School Development Plan in partnership with the Head Teacher and Deputy Head Teacher
- 1.5 Monitoring and evaluating the performance of the school and its achievements; responding and reporting to the Head Teacher as required
- 1.6 Motivating staff and pupils through interest, encouragement and recognition of their unique value
- 1.7 Implementing the Governing Body's policies on equal opportunities
- 1.8 Participating, to such an extent as may be appropriate having regard to the Assistant Head Teacher's other duties, in teaching pupils at the school
- 1.9 Assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims, and are appropriate to the school's present and likely future resources
- 1.10 Ensuring that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement
- 1.11 Acting with guidance in their absence.

KEY AREA OF RESPONSIBILITY

2. TEACHING, LEARNING AND ASSESSMENT

In schools the search for excellence is expressed in teaching and learning, which responds to the needs and aspirations of its pupils and acknowledges their individual worth. The Assistant Head Teacher works with the Head Teacher to secure and sustain effective teaching and learning throughout the school. He or she assists the Head Teacher in monitoring and evaluating the quality of the curriculum, teaching and standards of attainment, using relevant benchmarks and setting targets for improvement. The Assistant Head Teacher is responsible for reporting progress both academically and with regard for behaviour for learning.

MAIN TASKS

2.1 Work with the Head Teacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:

- (a) Follows the curriculum policy of the Governing Body and meets statutory requirements
- (b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils
- (c) Ensures the locally agreed policy on Religious Education is fulfilled
- (d) Includes arrangements for the daily act of collective worship and the spiritual life of the school

2.2. Work with the Head Teacher in developing means whereby:

- (a) School policies on curriculum, assessment, recording and reporting inform effective teaching and learning
- (b) The arrangements for teaching and learning form a co-ordinated, coherent, creative curriculum entitlement for all pupils
- (c) Information on pupils' progress is used to improve teaching and learning, to inform and motivate pupils and to inform parents
- (d) There is continuity of learning and of progression for all pupils
- (e) Challenging targets are set for pupil attainment leading to whole school improvement
- (f) Robust systems for baseline assessment are embedded
- (g) Robust systems for reporting progress (academic, vocational, behaviour for learning and emotional resilience) from point of entry are established and subsequently embedded

2.3 Work with the Head Teacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils

2.4 Work with the Head Teacher and Deputy Head Teacher in ensuring appropriate pastoral care and guidance for all

2.5 Work with the Head Teacher in determining appropriate pupil groupings

2.6 Work with the Head Teacher to determine and publicise the means for promoting:

- (a) Pupils' self discipline and behaviour for learning
 - (b) Respect for self, others and authority
 - (c) Socially appropriate behaviour on and off school premises
 - (d) High expectations and aspirations of pupils and staff
- ##### **2.7 Opportunities for learning through extra curricular and vocational activities**

KEY AREA OF RESPONSIBILITY

3. LEADING AND MANAGING STAFF

The Assistant Head Teacher's leadership should motivate, support, challenge and develop staff.

MAIN TASKS

To work with the Head Teacher:

- 3.1 In reviewing and assessing the staffing roles and responsibilities
- 3.2 In the key task of selecting and appointing all staff, in accordance with their delegated responsibilities
- 3.3 In deploying and managing all staff appointed to the school with line management responsibility
- 3.4 By promoting and developing good management practice, positive staff participation, effective communication and clear procedures
- 3.5 By supervising and participating in arrangements made in accordance with the regulations for

the management of the performance of other staff within the school, also assisting in the identification of areas in which he/she would benefit personally from further professional development

3.6 In the implementation of staff development policies appropriate to the nature of the school with regard to:

- (a) The induction of new and newly qualified Teachers and other staff
- (b) School's performance policies for teaching and non-teaching staff
- (c) The development of professional knowledge, skills and abilities including those necessary for career development
- (d) The provision of professional advice, support and training

3.7 By maintaining positive and professional relationships with individuals and groups including staff unions and associations

3.8 By demonstrating effective leadership through outstanding professional practice

3.9 By participating in the setting and/or monitoring of targets relating to their own performance and that of other staff

KEY AREA OF RESPONSIBILITY

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Assistant Head Teacher works with the Head Teacher to deploy staff and other resources efficiently and effectively to meet specific objectives in line with the school's mission statement and with the strategic plans

MAIN TASKS

4.1 Work with the Head Teacher to implement the policies and procedures of the Governing Body concerning the resource and premises management of the school, in accordance with the mission statement, other guidance and any legal requirements

4.2 Work with the Head Teacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Governing Body responsibilities under health and safety and other relevant legislation, and as directed by the Head Teacher

4.3 Work with the Head Teacher in seeking to provide an attractive environment, which stimulates learning and enhances the appearance of the school

4.4. Work with the Head Teacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively

KEY AREA OF RESPONSIBILITY

5. ACCOUNTABILITY

The Assistant Head Teacher should fulfil his or her responsibilities as specified by the Head Teacher and in accordance with school's mission statement.

MAIN TASKS

5.1 Ensure that a high standard of education is maintained at all times for all children and that suitable education programmes are developed and kept under review

5.2 In relation to the Governing Body:

- (a) Advise and assist in the exercising of its functions when requested
- (b) Attend meetings of and report to the Governing Body as required

5.3 In relation to the community work with the Head Teacher by helping to:

- (a) Develop and maintain positive relationships with the local community
- (b) Ensure that the school recognises and meets its responsibilities in the life of the local community
- (c) Further develop links with local, regional and national employers for the benefit of the pupils and the school
- (d) Promote a positive image of the school in accordance with the mission statement

5.4 In relation to parents and those with parental responsibility work with the Head Teacher in:

- (a) Building an effective partnership between the school and parents recognising them as the first educators of their children;
- (b) Promoting understanding of the mission, aims and ethos of the school through provision of

regular information to parents about: the school curriculum; the progress of their children; other matters relating to teaching methods and organisations; and opportunities for dialogue between parents and staff and for their involvement in the wider life of the school

5.5 In relation to the Local Education Authority and as directed by the Head Teacher, to liaise and work in partnership with officers and support services; this to include monitoring and evaluation of the school

5.6 In relation to other schools, colleges and educational bodies work with the Head Teacher:

- (a) By promoting continuity of learning, progression of achievement and curriculum development
- (b) By arranging for effective transfer and induction of pupils
- (c) By maintaining effective relationships with other schools
- (d) By providing training and work experience placements for school and college students as appropriate and in accordance with school policy

6. SCHOOL SPECIFIC RESPONSIBILITIES

To take specific and direct responsibility for the following aspects of teaching and management:

- (a) The development and co-ordination of SEN throughout the school
- (b) Lead on day-to-day behaviour management throughout the school
- (c) Specific subject and key stage co-ordination
- (d) Act as a team leader in performance management

To undertake such other responsibilities as the Head Teacher and Governing Body may reasonably require.

This job description will be reviewed annually, as part of the performance management process. A review may be initiated at any other time by either the post holder or the Governing Body.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Ref: JD/CL

Date: 20.06.19