

WEST JESMOND PRIMARY SCHOOL

JOB DESCRIPTION – ASSISTANT HEAD TEACHER

Post: Assistant Head Teacher

Responsible To: The Head Teacher

Individual Pay Range: L5 – L9



The Assistant Head Teacher will be part of the Leadership Group.

The Leadership Group, under the overall direction of the Headteacher will:

- Formulate the aims and objectives of the school
- Establish the policies through which they will be achieved
- Manage staff and resources to that end
- Monitor pupil progress across the school including the quality of teaching, curriculum and assessment
- Be an outstanding classroom teacher and undertake any teaching duties required as assigned by the head teacher
- Undertake the teaching and monitoring of any specific groups of pupils as directed by the Head teacher

The Assistant Head Teacher will:

- Act as team leader for the performance management of an allocated group of staff.
- Have responsibility for monitoring and evaluating sections of the School Development plan.
- Work with specific subject co-ordinators to make effective use of assessment and data analysis to raise standards of pupil attainment and achievement
- Have a high profile in promoting good standards of behaviour throughout the school.
- Take responsibility for the organisation of duty rotas, timetabling and school events as directed by the Head teacher
- Be an outstanding model of teaching and leadership, through professional behaviour at all times.
- Support the induction and development of new student teachers and Newly Qualified teachers at the direction of the Head teacher
- Undertake and lead any area of whole school improvement at the direction of the Head teacher

The Leadership Group will agree an action plan and designated responsibilities in order to:

- Review whole school development and formulate the next School Development Plan, including new areas of responsibility
- Make budget decisions

- Contribute to the work of the Governing Body

The post of Assistant Head Teacher is a whole school post. Responsibilities will encompass the whole age range across the school.

There will be a minimum of 1 day non-contact time per week. A weekly Leadership Group meeting will be held with other meetings as required.

Professional development needs will be identified together and support and training provided for those newly appointed.