

**Assistant Head teacher  
Job Description  
Full time and permanent  
Leadership scale 5-7**

In addition to those duties detailed in the Pay and Conditions Document 2006 the Assistant Head shall be responsible to the Head of School, EHT and the Governing body of the federation for the following and for the appropriate delegation of such processes and tasks as to ensure they are effectively and efficiently implemented in an equitable manner.

1. Implement the school's Vision, Aims and Policies of the School as agreed by the Governing Body.
2. Raise the standard of attainment of the pupils and the quality of the teaching and learning across the school. Maintain and enhance the ethos of the school.
3. Be responsible for the provision and delivery of an exciting, broad curriculum that meets the needs of our children

**Responsibilities and duties may include**

- Foster curriculum continuity, consistency and progression
- Act as a role model of outstanding classroom practice
- Organise, track and lead the assessment process if appropriate
- Lead on teaching and learning across the school or phase as appropriate
- Lead colleagues in the planning and delivery of the curriculum
- Contribute to the school development plan
- Contribute to the effective communication across the school community
- Communicate with parents, governors and other outside agencies
- Organise as required workshops and meetings for parents, governors and other staff
- Take subject responsibility if required
- Oversee behaviour management and well-being of pupils
- Identify training needs and arrange, organise and deliver INSET as appropriate.
- Line manage, coach and mentor and performance manage staff where appropriate
- Deploy and manage the deployment of Agency Teachers with regard to the budget allocated for this purpose and the needs of the children.
- Organise planned and non-planned cover. Ensure cover for teachers' PPA time. Be responsible for the organisation and running of the school duty rotas and timetabling.

To undertake any other reasonable duties deemed necessary by the Head of School, EHT or SLT.

## **CONDITIONS OF EMPLOYMENT OF DEPUTY HEAD TEACHERS AND ASSISTANT HEAD TEACHERS Pay and Conditions Document 2006**

### **Professional duties**

- 67.1 A person appointed as a deputy or assistant head teacher in a school, in addition to carrying out the professional duties of a teacher other than a head teacher (as described in Part 12) including those duties particularly assigned to him by the head teacher, shall-
- 67.2 play a major role under the overall direction of the head teacher in-
- (a) formulating the aims and objectives of the school;
  - (b) establishing the policies through which they shall be achieved;
  - (c) managing staff and resources to that end; and
  - (d) monitoring progress towards their achievement;
- 67.3 undertake any professional duties of the head teacher reasonably delegated to him by the head teacher;
- 67.4 in the case of a deputy head teacher only, undertake to the extent required by the head teacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body, the professional duties of the head teacher in the event of his absence from the school; and
- 67.5 be entitled to a break of reasonable length as near to the middle of each school day as is reasonably practicable.

### **Guaranteed planning and preparation time**

- 68.1 A deputy head teacher or an assistant head teacher shall be entitled to reasonable periods of time ("PPA time") to enable him to discharge his duties under paragraphs 76.1.1, 76.1.3 and 76.3.
- 68.2 PPA time shall amount to not less than 10% of the deputy or assistant head teacher's time-tabled teaching time (and for this purpose "time-tabled teaching time" means the aggregate period of time in the school time-table during which the teacher has been assigned by the head teacher in the school time-table to teach pupils).
- 68.3 PPA time shall be provided in units of not less than half an hour during those parts of the school time-table in which pupils are taught the core and other foundation subjects or religious education.

68.4 A deputy or assistant head teacher shall not be required to carry out any other duties, including the provision of cover in accordance with paragraph 76.9, during his PPA time.

### Person Specification

**Post Title:** Assistant head

	Essential	Desirable
<b>Qualifications</b>		
Educated to degree level	✓	
Qualified teacher status	✓	
<b>Experience</b>		
Must have taught across phases	✓	
Will have had experience of teaching in a multicultural inner city environment	✓	
<b>Professional Knowledge and Understanding</b>		
Must understand the expectations in the Ofsted Framework regarding effective learning, teaching and assessment	✓	
Must have a sound knowledge of the National Curriculum Orders for the all subjects for both Key Stages	✓	
A sound knowledge and understanding of the EYFS	✓	
An excellent understanding of curriculum and pedagogical issues relating to learning and teaching, including the latest inspection and research findings	✓	
Familiarity with KS1 and 2 Standardised Attainment Tests	✓	
Understanding of and commitment to the school policies, in particular: <ul style="list-style-type: none"> <li>• Participation and implementation of the School Behaviour Policy</li> <li>• Awareness of Health and Safety implementation in the work place</li> <li>• Implementation of the school Equal Opportunities Policy</li> </ul>	✓	
Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups and how to narrow the gap	✓	
<b>Professional Skills and Abilities</b>		
An outstanding classroom practitioner willing and able to teach a class in any phase	✓	
A teacher with good ICT knowledge and skills relating to the class teaching, able to demonstrate the effective use of ICT to enhance the learning and teaching	✓	
Must be able to plan lessons effectively for all the pupils in a class, setting clear learning intentions and differentiated tasks	✓	
Must be able to keep records of pupil progress in line with school policy	✓	
Must be able to use assessments of pupils learning to inform future priorities	✓	
Ability to support, mentor and coach other staff members	✓	

<b>Personal Qualities</b>		
Must be willing and enjoy engaging parents in order to encourage their close involvement in the education of their children	✓	
Ability to manage and lead a team effectively	✓	
Must have good communication skills both orally and in writing	✓	
Must be able to manage own work load effectively and respond swiftly to tight dead lines	✓	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Ability to organise and lead whole school INSET	✓	
Openness and willingness to address and discuss relevant issues, allied with an ability to inspire and challenge others	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
A sense of fun and humour would help		✓