



## **Assistant Head Teacher Job Description**

Assistant Head Teacher, with responsibility as a Key Stage Leader and leadership/management responsibilities as part of the School Leadership Team. Note that roles and responsibilities are regularly reviewed and that deployment of teachers to year groups is reviewed continually.

### **Professional Duties**

Play a major role under the overall direction of the Head Teacher in –

- (a) formulating the aims and objectives of the schools;
- (b) establishing the policies through which they are to be achieved;
- (c) managing staff and resources appropriately
- (d) monitoring progress in key development areas

### **General Duties**

- Teaching duties must have due regard to the broad aims of the school, the National Curriculum and schemes of work, policies and practices that address the academic, personal, social, emotional, moral and spiritual needs of all pupils.
- To fully participate in the process of school self-evaluation, monitoring and review.
- To effectively participate in a wide range of meetings as appropriate,
- To use data analysis and assessment to plan and set targets, contributing to the School Improvement Planning process and working in close partnership with colleagues in the School Leadership Team as appropriate.
- To prepare reports to parents/carers and other agencies, to liaise with outside agencies and organisations and to attend relevant meetings.
- To ensure that resources for the areas identified as your particular responsibility are appropriate, accessible and used to enhance the quality of teaching and learning, identifying where additional resources are required.

- To participate in the process of Performance Management and the related programme of Continuing Professional Development (CPD).
- To work in close partnership with appropriate support staff to ensure best use of available time and resources to meet the needs of pupils and successfully.
- As a member of the Senior Management Team, to be a strong role model in leading for learning (learning for yourself, assisting/facilitating the learning of other staff and making connections that enable all pupils to become more effective learners.)
- To work in close partnership with head teacher in leading and managing the school.

### **Your support and management**

- As a member of staff at Lakes Primary School you should expect to feel valued and supported.
- You should be able to access a programme of Continuing Professional Development that will help you to develop your career and enable the school to achieve its aims and objectives by ensuring that you develop the skills, knowledge and understanding required to enable children to achieve high levels of attainment, implement school policies, schemes of work and supporting strategies.
- You should be clear about who is responsible for what within the school and how you can work with colleagues to your mutual benefit and to enhance the quality of learning and teaching.
- You should expect a high degree of consultation and involvement in planning and implementing school change.
- You should feel confident in expressing your views and making suggestions that will improve Lakes Primary School.