

Alder Grove CofE Primary School

ASSISTANT HEADTEACHER & YEAR 1 CLASS TEACHER

JOB DESCRIPTION

Salary: L4-L7 £45,434 to £49,019

Contract type: Full-time permanent (0.2 Leadership Time and 0.8 Class Teacher)

Reporting to: Head of School and Executive Headteacher

Responsible for: Teaching and Learning with a focus on Reading, Writing and Phonics. Line managing Support Staff.

The Assistant Headteacher will be responsible for working with and supporting the Head of School in the key areas of school leadership and management listed below. This will involve accepting delegated responsibility for aspects of these key areas. The Assistant Headteacher will be a primary school teacher with Key Stage One experience; an experienced curriculum and team leader; a leader in teaching and learning and a key person in curriculum development.

Strategic direction and development of the school:

- Working with the Head of School and Executive Headteacher to contribute to the strategic vision of the school and its community and analyse and plan for its future needs and further development within the local, national and international context.
- Demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Head of School, Executive Headteacher and Governing Body.
- Having honest and frank discussion with the Head of School and Executive Headteacher as part of the Senior Leadership Team (SLT).
- Supporting the design of the curriculum for Alder Grove.
- Reporting to governors on school initiatives.
- In partnership with the Head of School and Executive Headteacher to develop, implement and reflect upon the School Improvement Plan.
- Supporting the Head of School and Executive Headteacher as the school continues to grow and develop.

Teaching and Learning:

- Providing an example of excellent classroom practice and inspiring and motivating other staff.
- Working with the Head of School and Executive Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitoring and evaluating the quality of teaching and learning and standards of pupil achievement.
- Demonstrating model lessons and team teaching.

- Observing and feeding back on teaching to SLT and individuals.
- Providing a structured programme of advice and support if required.

Leading and Managing Staff:

- Working with the Head of School and Executive Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- Acting as a coach and mentor to all staff as required.
- Supporting the Head of School and Executive Headteacher in the day to day management of the school.
- Leading continuing professional development activities and in-service training days.
- Developing strategies with colleagues to use with pupils experiencing difficulties.
- Keeping abreast of the new teaching and learning strategies.
- Identifying educational research to enhance existing practices.
- Developing action planning based on identified needs.

Efficient and effective deployment of staff and resources:

- In consultation with the Head of School and Executive Headteacher, deploy staff and resources efficiently and effectively to meet specific objectives in line with the School Improvement Plan.

Accountability:

- Supporting the Head of School and Executive Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Personal Qualities and Attributes:

- Modelling the school values and vision and we continue to establish ourselves as a newly opened school.
- Creative, warm, engaging and transparent.
- Well organised, calm and positive.
- Able to quickly engage and build appropriate relationships with children.
- High levels of emotional literacy.
- Able to lead, encourage, inspire and motivate staff.
- Dependable and reliable.
- Willing to go the extra mile, have high levels of stamina, energy and determination.
- Effective team leader/member and a model of professionalism.
- Flexible, able to respond quickly to changes and think on your feet.

Specific Duties:

To work with the Head of School, Executive Headteacher and Governing Body to:

- Develop outstanding Reading, Writing and Phonics strategies to sit alongside the school's Read Write Inc Phonics scheme as the school establishes its first Key Stage One cohort.
- Safeguard our school community in the role of a Designated Safeguarding Lead.

- Lead extra-curricular provision across the school.
- Contribute to a positive ethos for learning.
- Provide an exciting, stimulating and broad curriculum.
- Overtly promote the school's values and achievements of the school to the community.
- Contribute to assessment and attainment tracking and support the Head of School with Pupil Progress Meetings.
- Deputise for the Head of School and Executive Head in their absence.
- Undertake such reasonable activities as the Head of School, Executive Headteacher and Governors may, from time to time, require.