



Job description	Assistant Headteacher with responsibility for teaching and learning
To whom responsible	Head Teacher and Trustees
For whom responsible	Class Teachers across the Academy

The job description will be refined to reflect the designated area more closely following appointment, but will not differ significantly from the information below.

1. Demonstrate exemplary practice in effective teaching, organisation and display and support colleagues to raise standards of practice in these areas as need is identified.
2. To lead and manage the co-ordination and development of the agreed area across the whole school, with a focus on raising attainment.
3. To monitor staff performance and target areas for improvement in consultation with the SLT.
4. To ensure consistency of approach across the school.
5. Take the lead in the designated area in respect of Academy, Local or National Priorities.
6. Report to the Head Teacher, appropriate committee(s) and the full trustee board both orally and in written reports.
7. Keep up to date with any changes in the designated area of responsibility and disseminate information to staff, including leading any appropriate INSET or staff meetings.
8. Advise the Headteacher on any resourcing issues when the budget is set.
9. To be responsible for the organisation of a rolling programme of Assessment (appropriate to the designated area of responsibility) and feedback to the SLT and trustees as required.
10. To be responsible for the coaching , mentoring or training of staff as appropriate within the area of responsibility.
11. Work as a member of the Senior Leadership Team on areas for inclusion in teaching, learning, assessment and curriculum responsibility part/Academy Development Plan.
12. Be prepared to accept changes to the above as required by the needs of the school and for personal and professional development
13. Have the expertise to support the work of the Jerry Clay English Hub

Signed _____

Date_____

Person Specification- Assistant Headteacher in addition to the responsibility for a class

	Essential Selection Criteria	Desirable	Evidence
Education and Qualifications	QTS Evidence of relevant continuing professional development		Application /certificates
Knowledge and Experience	<p>Be able to demonstrate an understanding and application of:</p> <p>Evidence of outstanding teaching across the primary age range</p> <p>Evidence of effectively leading a significant aspect of whole school development which has impacted on pupil achievement</p> <p>High level of personal literacy, numeracy and ICT skills</p> <p>Effectively working as a member of a team</p> <p>Clear philosophy on an effective primary curriculum</p>	Knowledge and expertise in Key Stage 2 &/or 3 English	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application /interview</p> <p>Application/ Reference Interview</p> <p>Reference/ Interview</p> <p>Application/ Reference Interview</p>
Skills and Abilities	<p>Leadership Skills: the ability to use appropriate leadership styles in different situations in order to:</p> <p>Set high expectations and standards, and provide a role model for pupils and staff.</p> <p>Monitor to ensure that agreed practice is in place.</p> <p>Support individual teachers in improving provision</p>	Manage change in pursuit of strategic objectives.	<p>Application/ Reference Interview process</p> <p>Application/ Reference Interview</p> <p>Application/ Interview</p> <p>Application/</p>

	<p>Provide opportunities for staff development and encourage staff to develop themselves.</p> <p>Build, support and work as part of a team.</p> <p>Motivate pupils and staff.</p> <p>Work effectively in partnership with parents, governors and the wider community</p>		<p>Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
Personal Qualities	<p>Ability to develop good relationships and communicate effectively</p> <p>Self confident with a collected and positive professional manner</p> <p>Supportive of the school's extra curricular activities</p> <p>A good record with regard to punctuality and attendance at work</p>		<p>Application/ Reference Interview</p> <p>Application/ Interview</p> <p>Interview</p> <p>Reference</p>