



JOB DESCRIPTION

Current Job Holder:	
Grade:	L1-6
School:	Huish Episcopi Primary School
Job Title:	Assistant Headteacher
Reports To:	Headteacher
Main Purpose of Job:	To meet all academic and pastoral requirements for a class of children in order that they progress to the next stage of their education at or above age related expectations. Fulfil wider professional duties as part of a teaching team.
Main Responsibilities and Duties:	<p>To achieve and maintain all Teacher Standards consistently and to a high level and:</p> <p>Class</p> <ul style="list-style-type: none"> • Planning and teaching programmes of work and monitoring the progress and welfare of all the children in the class • Liaison with other teaching and non-teaching staff, parents and other support services, as necessary • Encouraging the involvement and support of parents, the community and support services • Day to day responsibility for the classroom environment • Responsibility for registration and other general administrative matters relating to the class • Undertaking the assessment and recording of pupil progress • To maintain acceptable standards of conduct of the children in the class and establish a rapport with pupils in order to develop their social and academic potential <p>School</p> <ul style="list-style-type: none"> • Lead a core subject, or foundation subjects, to a high standard across the school (see Subject Leader Roles and Responsibilities Policy) • Undertake an after-school club • Support the Headteacher on a day-to-day basis as a member of SLT (see SLT policy) • Ensure equality of pastoral and academic success for all pupils • Contribute towards managing safeguarding across the school and community as either Deputy Designated Safeguarding Lead or Designated Safeguarding Lead • Contribute towards managing assessment and monitoring across the school • Assist in the co-ordination of curriculum requirements and developments across all phases • Develop and manage effective communication with the school and community stakeholders • Manage and co-ordinate the Educational Visits Programme across the school • Contribute towards the successful management of high levels of staff wellbeing • Deputise for the Headteacher in her absence <p>Other tasks</p>

- To keep abreast of trends and development in education, especially those relevant to the duties and responsibilities of the post
- Elements of this job description may be re-negotiated at the request of either party and with the agreement of both
- To complement this job description, the postholder will be required to carry out such duties as set out in the relevant paragraphs of the current School Teacher's Pay and Conditions Document
- This job description does not define in detail all the duties/responsibilities of the post, will be reviewed at least once a year and may be subject to modification or amendment after consultation and agreement with the postholder.

Supporting processes

Work to strict deadlines within well-known routines. Under the guidance of the Headteacher, consider priorities within the daily and weekly routines taking account of the conditions found on the day. Be flexible within work routines to ensure that the highest quality of teaching and learning is achieved and maintained.

Decision making:

Teachers will be expected to make decisions frequently; these will lead to successful outcomes for pupils. Liaise with the Headteacher on occasion for work priorities and schedules although the job holder is expected to resolve problems.

Physical effort and working conditions:

Considerable physical impact both inside and outside. At times working in inclement weather outdoors. Moving of resources and furniture in classrooms and other areas.

Contacts and relationships:

A positive and collegiate working relationship with all other colleagues, parents, governors, Trust staff and especially the SLT team.

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action.

Knowledge, skills and experience:

A nurturing nature is essential. Education to a Post Graduate level. Experience of working in multiple school settings. Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher, kind and a positive attitude. A high level of English is demonstrated on all occasions. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques and action direction from a Headteacher.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	