

# **Heron Way Primary School**

## **Job Description**

### **Assistant Headteacher**

<b>Key Responsibility</b>	<b>Key Tasks</b>
<b>Professional Duties</b>	<ul style="list-style-type: none"><li>• Be a member of the management team.</li><li>• Work in collaboration with the Headteacher and the Deputy Headteacher.</li><li>• Lead and Coordinate all aspects of development in Year 3 and 4.</li><li>• Play a major role under the overall direction of the Headteacher in:<ul style="list-style-type: none"><li>(a ) formulating the aims and objectives of the school;</li><li>(b) establishing the policies through which they shall be achieved;</li><li>(c) managing staff and resources to that end; and</li><li>(d) monitoring progress towards their achievement;</li></ul></li><li>• Inspire, motivate, encourage and work collaboratively with all members of the school community.</li><li>• Undertake any professional duties of the Headteacher reasonably delegated to you by the Headteacher.</li><li>• Undertake to the extent required by the Headteacher or the governing body, the professional duties of the Headteacher in the event of her absence from the school.</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>• Be responsible to the Headteacher for the educational care and development of a class of children and whatever other groups to which you are assigned.</li><li>• Use appropriate teaching methods to enable all children to learn according to their age, aptitude, and ability as expressed in the school's guidelines.</li><li>• Be aware of the needs of children and plan appropriate tasks to maintain a close match between the work offered and those needs.</li><li>• Maintain adequate records about the children as required by the Local Authority and the Headteacher and the details of the work covered by them.</li><li>• Review your own and the children's work as a regular strategy aimed at maintaining the standard and quality of work carried out under your control.</li><li>• Maintain a positive, well organised and stimulating environment.</li><li>• Form links with colleagues to enable information to pass freely concerning the needs and abilities of individual children.</li><li>• Form and maintain links with parents, particularly of children in your own group.</li><li>• Compile records on children for both internal use and for wider publication to the County authorities and individual children's parents, as required by the Headteacher.</li><li>• Treat as a professional confidence any information concerning individuals, gained in the course of working in the school.</li><li>• Track pupil progress across Year 3 and 4.</li><li>• Identify vulnerable groups of children.</li><li>• Identify children who are not making expected progress across Year 3 and 4.</li></ul>

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	<ul style="list-style-type: none"> <li>• Implement intervention strategies to ensure all children achieve expected or better than expected progress.</li> <li>• Offer leadership in at least one area of the curriculum in order to contribute to the school's corporate efforts to achieve its stated aims.</li> </ul>
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• To be an outstanding classroom teacher.</li> <li>• To have knowledge of and an ability to contribute to the provision of a broad, balanced, relevant and enriched curriculum.</li> <li>• Use AFL strategies to assess children.</li> </ul>
<b>Curriculum Management</b>	<ul style="list-style-type: none"> <li>• To develop, implement and manage the policy for at least one key subject area, working closely with the Headteacher and staff.</li> <li>• To develop, implement and manage a curriculum, which meets the needs of children from 4 - 11.</li> <li>• To liaise with other staff to ensure continuity and progression between year groups and through the school.</li> <li>• To work with colleagues, lead discussion groups and help and advise newly qualified teachers.</li> <li>• Prepare and manage the subject budget.</li> <li>• Maintain a high profile for the area of responsibility.</li> <li>• Lead areas of the curriculum.</li> <li>• Ensure governors are informed of major developments.</li> <li>• Prepare and manage the curriculum development plan for the area of responsibility.</li> <li>• Ensure continuity and progression, review medium term plans, review children's work, review assessment data and assist in target setting if appropriate.</li> <li>• Ensure that appropriate assessments of pupil progress are made.</li> <li>• Ensure that appropriate records of achievement are maintained on all children.</li> <li>• Liaise with other co-ordinators on cross-curricular issues, Governors, the West Sussex School Improvement Service (SIS) and colleagues in other schools.</li> </ul>
<b>Resources Management</b>	<ul style="list-style-type: none"> <li>• Purchase, monitor and organise resources to meet requirements.</li> <li>• List resources to show what they are and where they are stored.</li> <li>• Ensure that colleagues are made aware of new resources and their correct use.</li> <li>• Ensure that the resources are maintained in good condition.</li> </ul>
<b>Performance Management Team Leader</b>	<ul style="list-style-type: none"> <li>• To carry out the performance management of those teachers for whom you are designated Team Leader, in accordance with the school's Performance Management Policy</li> </ul>
<b>External Representation</b>	<ul style="list-style-type: none"> <li>• To represent the area of responsibility to parents, governors, advisors, inspectors and other teachers.</li> </ul>