



Altmore & Lathom Schools Federation

Headteacher: Sarah Rowlands

Head of School (Altmore): Carolyn Marles

Head of School (Lathom): Martin Stanley



Job Description: Assistant Head Teacher

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

To share in the corporate responsibility of the well-being and discipline of all pupils.

Through the promotion of teamwork, collaboration and co-operation, be a 'key' member of staff in supporting and enabling colleagues to work in this way.

ASSISTANT HEAD

- To assist colleagues within the Leadership Team in all matters relating to the management of the schools.
- To ensure that all Safeguarding systems are implemented
- To have a clear overview of the EYFS/KS1 & KS2 Primary Curriculums
- To provide an exemplary model for good classroom practice.
- To liaise between Leadership Team colleagues and staff on professional/personal matters.
- To contribute to internal communication, e.g. staff meetings, etc.
- To play a significant role in the monitoring of teaching and learning undertaken by all staff, i.e. teaching and support staff.
- To be jointly responsible for general organisation, e.g. timetables, rotas, cover arrangements, etc. and ensure they are adhered to.
- To assist in the development of teaching and management skills at all levels.
- To work with colleagues on matters of financial management; preparation and monitoring of budget.
- To participate with the leadership process of school development planning.
- To lead specific initiatives.
- To develop self-review/self-evaluation processes.
- To deputise for the Deputy in their absence.
- To be available to advise/guide staff on all professional matters.
- To keep abreast of all new developments relating to curriculum/school management.
- To contribute to staff development and the school CPD programme.
- To support other school leaders in the monitoring of children's attendance.

CURRICULUM SPECIFIC RESPONSIBILITIES

- To monitor classroom environments and planning.
- To monitor provision for identified groups of children.
- To undertake with staff a curriculum review and see if changes are needed to improve systems.
- To conduct detailed analysis of Data identifying specific areas for development.

Altmore Children's Centre, Altmore Avenue, East Ham E6 2BX (020 8552 6604)

Altmore Infant School, Altmore Avenue, East Ham, London, E6 2BX (020 8472 3555)

Lathom Junior School, Lathom Road, East Ham, London, E6 2DU (020 8472 0386)



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EQUAL OPPORTUNITIES

- To ensure that the *Every Child Matters* agenda is met.
- To promote through curriculum management and organisation of the school, access and achievement for all pupils.

THE COMMUNITY

- To support in the responsibility for Health and Safety issues throughout the school.
- To promote ways to increase parent's knowledge of the curriculum, school organisation and management, with a view to enabling them to support and encourage their children's learning.
- To liaise with parents and the wider community to ensure that we work together in supporting children's learning and well-being.
- To assist and promote strategies to enable the smooth transition of all children between classes and Key Stages.

PROFESSIONAL DEVELOPMENT

- To be aware of current developments in education, e.g. attend relevant courses and meetings and generally inform staff on a regular basis.
- To take a leading role in the Appraisal cycle.
- To support all colleagues in their professional development, encouraging appropriate courses and delivering school based training.
- To provide particular support for the induction of new members of staff.

The above are intended to be a guide to the range and level of work expected of the teacher. It's not an exhaustive list of all the tasks that may be asked of an employee. S/he will be expected to carry out such other reasonable duties, which may be required from time to time.



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Person Specification

Expertise Qualifications Skills

Essential

- Qualified teacher status
- Evidence of being a successful and effective classroom practitioner.
- Evidence of high level teaching skills and the ability to share and lead by example.
- The ability to use a variety of strategies to ensure good communication and understanding.
- To be a successful and collaborative member of a team.
- The ability to lead roles in the development of teaching and learning.
- The ability to identify strengths and areas of development within a school setting.

Knowledge & Understanding

- An up to date understanding of National policy, curriculum developments, legislation and initiatives.
- Be able to demonstrate knowledge and understanding of Assessment for Learning in raising standards.
- Evidence of developing and maintaining progression throughout the whole school in an area of learning or in a particular curriculum subject.

Experience

- Experience of organising/leading an area of the curriculum.
- Commitment to the raising of standards, confident use of assessment and the analysis of data in setting targets, tracking and monitoring the performance of teaching and learning.
- Demonstrate leadership of successful inclusive practices.
- Manage own professional development.

CRITERIA

- **KNOWLEDGE:**
- **QUALIFICATIONS:**
- **PERSONAL STYLE:**
- **OTHER SPECIAL REQUIREMENTS:**

METHOD OF ASSESSMENT

Application form/Interview
Application form/Certificates
Application form/Interview
Application form/Interview

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