Leading Learning Trust –

job description and person specification:

Assistant Head teacher

This job description and person specification applies to this role at Selwyn Primary School and Portway Primary School.

Leading Learning Trust

Selwyn Primary School and Portway Primary School are part of the Leading Learning Trust.

JOB DESCRIPTION AND PURPOSE - ASSISTANT HEAD TEACHER

Grade: MPS/UPS with possibility of with possibility of TLR2 for the right candidate

Based at: Selwyn Primary School

Reports to: Head teacher

Supervision of: Class pupils

Responsible for: With the Head teacher and Deputy Head teacher(s) - supervision/welfare of all staff

Accountable to: CEO / Trust Board

Budget: the postholder has no budget responsibility

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)

PROTECTING OUR CHILDREN - SAFEGUARDING

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

PROTECTING OUR STAFF AND OUR RESOURCES – HEALTH AND SAFETY

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

EQUAL OPPORTUNITIES

The Leading Learning Trust has as strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

PURPOSE OF JOB

To carry out the professional duties of Assistant Head Teacher as directed by the Head/Deputy Head Teacher.

General responsibilities:

a) To play an active and effective role as Key member of the Leadership Team.
b) Support the school's overall aims, objectives and policies for raising the achievements of pupils in conjunction with the Head Teacher, Deputy Head, staff, local governing body and the trustees of the Leading Learning Trust.
c) To support the Head and Deputy Head in ensuring that the school maintains and further develops the equal opportunities and inclusion policies and practices for all of its pupils.
d) To provide guidance and support for all pupils, in educational, social and emotional matters.
e) To provide guidance and support for all members of the school staff, both teaching and support staff.
f) To ensure the good conduct and positive behaviour of children in and around the school.
g) To play a leading role in developing and maintaining the ethos and standards of the school.
h) To ensure that a high standard of education is maintained at all times for all children and that suitable educational programmes are developed and reviewed.
i) To lead staff meetings and discussions when necessary or requested.
j) To provide examples of outstanding models of Learning and Teaching across the school
k) To foster good relationships with all staff, with volunteers who work with the school and to further develop and maintain parental co-operation and involvement.
l) Ensure the health and safety of all those who use the school.
m) To develop and maintain effective links with the local governing body, the trustees of the Leading Learning Trust, local authority personnel, advisors and officers, local schools, outside agencies and the community.

Specific responsibilities:

The specific role will be negotiated once appointed onto the leadership team but will include leading and managing the work of a team by:

a) Initiating innovatory practice
b) Developing the strategic direction of a team within the school linked to the School Development Plan
c) Ensuring continuity and progression across the school
d) Monitoring standards, the quality of provision and outcomes showing impact of own and others' work
e) Developing the 'learning' provision of pupils
f) Ensuring clear communication within your team
g) Developing a learning community ethos to include the active involvement of parents and other stakeholders
h) Managing and providing continuing professional development of key staff
i) Managing the role of members of your team
j) Organising and chairing meetings effectively
k) Negotiating/consulting with parents, external agencies as appropriate

l) Reviewing and developing existing record and tracking systems for specific groups of pupils.

Staff responsibilities:

a) Responsible to the Head teacher, Deputy Head teacher local governing body and the trustees of the Leading Learning Trust.
b) Responsible - with the Head teacher and Deputy Head teacher(s) - for the supervision/welfare of all the staff.
c) Responsible for leading and managing the work of the school's Community Team.

All other duties as laid out in the most recent edition of the Teachers' Pay and Conditions Document.

Note that as this is a leadership position, additional responsibilities and duties may be added from time to time, to support the aims and objectives of the Leading Learning Trust.

SECTION B – PERSON SPECIFICATION

QUALIFICATIONS:	a) DfES Qualified Teacher Status (essential) b) Evidence of recent and relevant in service training (essential)
EXPERIENCE: Application form/interview	a) Experience of working in an inner city multicultural community (desirable) b) Minimum of three years' experience working in a Primary School (essential) c) Is able to demonstrate experience of successful leadership (essential) d) Is able to demonstrate successful experience of management (essential) e) Able to demonstrate successful experience of educating a variety of pupils with Special Needs (essential) f) Able to demonstrate experience of dealing sympathetically and constructively with parents and the community (essential)
PERSONAL STYLE AND BEHAVIOUR: Application form/interview	a) Is able to set and meet realistic targets for self and others (essential) b) Is able to appraise own performance critically and meet changes accordingly (essential) c) Is able to manage stressful situations and withstand pressures and ongoing challenges (essential) d) Is able to lead by example and draw upon own resources to problem solve (essential)
KNOWLEDGE AND UNDERSTANDING:	a) Sound knowledge of primary and early years curriculum (essential) b) Up to date knowledge and implementation of effective teaching and learning strategies including assessment for

Application form/interview	learning (essential)
EQUAL OPPORTUNITIES: Application form/interview	a) Has understanding of and a commitment to the promotion of equal opportunities (essential) b) Has commitment to the inclusion of all pupils into mainstream education (essential) c) Has understanding of and commitment to EMA (Ethnic Minority Achievement) (essential)