



Grade	Leadership Spine 11 - 15
Terms and Conditions	Undertake the duties of a Teacher in accordance with the conditions of employment as detailed in the School Teacher's Pay and Conditions Document (DfCSF 2021). School teachers' pay and conditions document 2021 and guidance on school teachers' pay and conditions (publishing.service.gov.uk) Undertake the duties and responsibilities as detailed in revised Professional Standards for Teacher (DfE 2017) A Senior Manager will have a teaching commitment that will be determined by the Head teacher. As well as carrying out the terms and conditions of employment as detailed in the School Teachers' Pay and Conditions Document, the post holder will undertake additional duties commensurate with their additional management allowance.
Responsible to:	Head Teacher/ Deputy Head Teacher
Job Purpose	To assist in the leadership and management of the School in order to provide effective education. To assist in the daily management and operation of the school in order to promote an efficient and effective use of all school resources. To lead within a specified area linked to school improvement -<i>tba</i>.

Main Responsibilities

THE ASSISTANT HEAD TEACHER WILL:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the extended Senior Leadership Team.
- Assist the Head and Deputy Head Teacher in the leadership and management of the school.
- Support and represent the Head Teacher/Deputy Head teacher at meetings as and when required.
- Undertake such duties as are delegated by the Head Teacher/Deputy Head teacher during his/her absence.
- Play a major role under the overall direction of the Head Teacher/Deputy Head teacher in formulating and reviewing the transformation plan, aims and objectives of the school by:
 - ❖ establishing the policies through which they shall be achieved;
 - ❖ managing staff and resources to that end;
 - ❖ monitoring progress towards their achievement.

1. LEARNING AND TEACHING

To contribute to:

- School policies on curriculum, teaching and learning styles, assessment, recording and reporting;
- Ensuring that the learning and teaching provided by different departments and teaching teams forms a co-ordinated, coherent curriculum entitlement for individuals;
- Ensuring that information on pupil progress is used to improve learning and teaching, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the school;
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement is provided;
- The promotion of extra curricular activities in accordance with the educational aims of the school.
- The development, organisation and implementation of the school's curriculum.
- Timetabling arrangements to ensure that all statutory and appropriate curriculum areas are taught to relevant age groups.

2. PUPIL WELL-BEING

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including promoting self advocacy and self-esteem;
- The handling of, and formulation of, individual well-being programmes/strategies and interventions;
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour;
- The promotion of staff awareness and training in this area;
- The effective induction of pupils and determination of appropriate pupil groupings;
- Child protection and safeguarding;
- To co-ordinate supervisory arrangements across the school to ensure effective support for all pupils at lunchtime.

3. LEADERSHIP AND MANAGEMENT

- To be responsible for staff welfare.
- To be responsible for successful performance management processes with all staff.
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies. In order to foster a positive culture in school.
- To maintain good relationships with individuals, groups and staff unions and associations.
- To be responsible for the resources related to safety aspects and physical needs of the pupils.
- To be responsible for the management of teaching and learning resources within your area of responsibility.
- To promote an attractive environment which stimulates and enhances the appearance of the school.
- To maintain effective working relationships with external agencies and services contracted to the school and the authority.

To contribute effectively to:

- maintaining and developing the ethos, values and overall purposes of the school;
- formulating the aims and objectives of the school and policies for their implementation;
- a Development/Improvement Plan which will translate school aims and policies into action;
- monitoring and evaluating the performance of the school;
- the efficient organisation, management and supervision of school routines;
- implementing the Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special educational needs;

- The determination of appropriate pupil groupings and staff deployment;
- Contribute to staff policies in relation to: induction of newly qualified staff/ students under training/work experience;
- The provision of professional advice and support and the identification of training needs;
- The arrangements for the security and effective supervision of the school building, their contents and grounds, including aspects of health and safety;
- To maintain effective working relationships with external agencies and services contracted to the school and the authority
- To promote an attractive environment which stimulates and enhances the appearance of the school
- To contribute to arrangements for the security and effective supervision of the school building, their contents and grounds, including aspects of Health and Safety.

4. COMMUNITY

- To advise and assist the Governing Body as required in carrying out its duties including attending meetings and making reports if required.
- To assist liaison and co-operation with Authority officers and support services.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with the community, local organisations, employers and CSA professional groups.
- To promote a positive image of the school.
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- To make a contribution to fund raising activities.

Agreed By:

Date: