

Oak Learning Trust

**Job Description – Assistant Head Teacher (L5-L9)
at Columbia Grange Primary School**

Name:	
Responsible to:	Head Teacher and Chief Executive Officer
Responsibilities:	<ul style="list-style-type: none"> • Class teacher, with additional non-contact time to support with the development of the role. • Oversee the leadership of pathways. • Member of the leadership team with responsibility for a key area of whole school staff development. • Deputy designated safeguarding lead. • Support the Head Teacher and Deputy Head Teacher with the performance management of staff. • To model and demonstrate the vision and ethos of Columbia Grange school at all times. • To oversee the co-ordination of SEND.

General	<p><u>Assistant Head</u></p> <ul style="list-style-type: none"> • To be an innovative and supportive member of the leadership team, working co-operatively and collegiately. • To work in partnership with the Head Teacher and Deputy Head Teacher to ensure good continuity and progression in all areas of the school's work. • To make the decision to contact the Director of Learning and Performance, at times when the Head Teacher and Deputy Head Teacher are not on the premises and a decision has to be made immediately. • To performance manage teachers or other staff as delegated by the Head Teacher. • To work in partnership with the Deputy Head and other leaders to prepare and monitor timetables: class teachers, teaching assistant, PPA cover, learning support, nurture/intervention groups, lunchtime supervision and playground duty. • To act as deputy designated safeguarding lead. • To keep fully up-to-date with current educational research through wider reading. • To work towards the attainment of further professional qualifications, at the required level, to assist in the achievement of the school's goals. • To work closely with the Head Teacher and Deputy Head Teacher in the organisation and planning of CPD.
Class Teacher	<p><u>Teaching and Assessment</u></p> <ul style="list-style-type: none"> • To teach children according to the schemes of work and policies of the school. • To provide a clear structure and sequence of lessons which maintain pace and motivation for children. • To plan teaching (long term, medium term and weekly) to achieve progression in children's learning by identifying clear teaching objectives, setting tasks and targets which are clear and challenge pupils (involving pupils in setting their own targets). • To ensure that EHCP outcomes are addressed, planned for and reviewed. • To liaise with parents/carers and outside agencies when required. • To deliver lessons that ensure teaching and learning is at least consistently good. • To differentiate activities to meet all children's needs. • To use the outdoor learning environment in all areas of the curriculum. • To plan and organise at least one educational visit or visitor each half term.

	<ul style="list-style-type: none"> • To assess children’s work effectively and regularly during and after lessons and to teach children self-assessment strategies so they are involved in their own assessment. • To maintain continuity and progression in all areas of the curriculum by using on-going teacher assessment and other format assessments where appropriate. • To up-date school curriculum, class and individual assessment record sheets <p><u>Working together</u></p> <ul style="list-style-type: none"> • To liaise with colleagues about planning and organisation. • To liaise with colleagues throughout the school to ensure a whole school approach to all aspects of school life. • To establish positive and effective relationships with children and their families to develop the school as a caring environment and to maximise their learning potential. • To establish links with the community to enable children to learn from direct experience. • To share, through appropriate school procedures, all concerns regarding children or adults. <p><u>Pastoral</u></p> <ul style="list-style-type: none"> • To be directly responsible for the safety and welfare of members of the class and indirectly for all children within the school, during teaching times, at the beginning and end of each session and at playtimes on a rota basis. • To share responsibility for implementation of the school’s behaviour policy across the whole school at all times. • To identify children causing concern and those with low incidence, high cost needs and to inform the Head Teacher/Deputy Head Teacher. • To liaise with the appropriate outside agencies, when appropriate. • To act as a positive role-model to the children in behaviour, presentation and attitude. • To have a positive, proactive approach to school and teaching. <p><u>Professional Development</u></p> <ul style="list-style-type: none"> • To take an active role in Continuing Professional Development to ensure that individual needs are identified and met. • Attend appropriate in-service courses and report back to colleagues. • To deliver CPD as appropriate to whole staff or groups of staff linked to responsibilities in school.
<p>Curriculum Responsibilities</p>	<ul style="list-style-type: none"> • To ensure that the school’s vision, values and ethos are met through all areas of the three pathways, and to support with embedding those values across the school by acting as a role-model for them. • To lead the development of high quality good and outstanding teaching and learning within the provision. • Creating a culture of high expectation, nurture and supportive collaborative working in the pathways. • Developing high quality provision which effectively supports the delivery of the curriculum. • Developing, in collaboration with the Head Teacher, Deputy Head Teacher and through consultation with all stakeholders, aims and objectives for the provision or specific pathways. • Monitoring standards of teaching and learning through observations, scrutiny of pupils’ work and staff planning. • Responding to outcomes of monitoring through planning and leading or arranging whole staff and bespoke CPD. • Developing parental and community learning to support children’s learning.

	<ul style="list-style-type: none"> • To act as a source of professional advice. To lead and motivate staff by keeping abreast of developments in the curriculum and subjects, disseminating them to staff and leading their implementation in school as agreed by the leadership team. • To work with other leaders and other providers to develop, implement and embed effective transition between year groups and at key points. • To lead by example and provide exemplar lessons as and when necessary. • To organise the purchase of resources based on identified need within school. To monitor their availability and use and maintain an annual audit. • To report on achievement and provision, within the pathways, to the governing body on a termly basis through challenge or whole governing body meetings. • To write the school improvement plan for pathways on an annual basis and contribute to other areas of this plan as required through leadership activities. • To undertake other such duties which the Head Teacher may, from time to time, require.
Liaison	<ul style="list-style-type: none"> • To work closely with the Director of Learning and Performance, Head Teacher and Deputy Head Teacher to ensure the school operates effectively and efficiently, leading to high standards across the school. • To develop positive relationships with parents, local schools and the local community. • Implement systems to consult with and inform parents/carers about their children's progress, involving them in the life and work of the school. • To work effectively with other professionals to ensure the best possible skills and resources are available for all pupils in order to maximise their potential. • Provide reports to the local governing body and the board of trustees as required.
Other	<ul style="list-style-type: none"> • To comply with the Trust's policies and procedures and to ensure others do too. • To comply with health and safety policy and systems, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. • These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Chief Executive Officer and the Trust may determine from time-to-time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Head of School/Head Teacher

Post holder

Date

Date

This job description will be reviewed annually or earlier if required.