



WHITEHOUSE PRIMARY SCHOOL

Head Teacher: Mrs. S. Randle

Dunelm Road Elm Tree Farm Stockton-on-Tees TS19 0TS Tel/Fax 01642 678212

NAME	
POSITION:	ASSISTANT HEAD TEACHER
REPORTS TO:	HEAD TEACHER
GRADE:	L8-12 £46,799 - £51,639 POST THRESHOLD/LEADERSHIP

Teaching and Learning

- Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation
- Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalize learning to provide opportunities for all learners to achieve their potential
- Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications
- Have up-to-date knowledge and understanding of the different types of qualification and specification and their suitability for meeting learners' needs
- Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them
- Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people
- Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners, and which integrate recent developments, including those relating to subject/curriculum knowledge
- Have teaching skills that lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally
- Promote collaboration and work effectively as a team member
- Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback

SUBJECT LEADER

Subject Leader Responsibilities

Subject Leader for RE/PSHE

- Report to the SLT and Governors on subject performance and implementation of any action plans
- Review Subject Action Plan and identify their own and other staff CPD where needed
- Devise a timetable of governor visits and lesson observations or classroom/learning walks and dates to report to governors and in staff meetings
- Scrutiny of Data and provide an analysis of the progress of all pupils across school
- Maintain and Update Subject Leaders File
- Provide regular feedback to staff in Staff meeting about their subject
- As part of the monitoring of their subject carry out lesson observations, scrutiny of teacher's planning and pupils work. Moderate the teacher assessments
- Devise and maintain a budget for their subject
- Provide training for other staff and governors when required
- Review and update the subject policy at least on a three yearly basis

LEADERSHIP

Strategic Leadership

- To undertake the duties of a Designated Safeguarding Lead alongside the HT and SENCo
- To undertake the duties of the LAC Co-ordinator
- To undertake the duties of the Pupil Premium Lead
- To undertake the duties of the Health and Safety Lead
- Lead by example in a way that motivates all involved with the school to achieve to their potential
- Have high expectations and lead by example in promoting the schools' values and ethos
- Provide objective and clear support when required to the governing body, SLT and Head Teacher in a way that enables it to meet its responsibilities
- Monitor care, guidance and support and safeguarding
- Establish and implement policies through which the aims and objectives of the school shall be achieved
- Undertake the professional duties of the head teacher in his/her absence
- To contribute to the promotion of good standards of behaviour and codes of conduct among pupils

Planning and Setting Expectations

- Contribute to the creation and implementation of the school development plan
- Ensure effective monitoring and evaluation of the areas of the plan within own responsibility areas especially the building development plan.

Teaching and planning pupil learning

- Contribute to a climate and code of conduct that promotes good teaching, effective learning and high standards
- Monitor and evaluate the quality of teaching and learning and the achievement of pupils as required.
- Teach a class or groups for 2 days a week
- To be responsible for the care guidance and support of Y2 ITT students from Durham University
- To be responsible for the care, guidance and support of the NQT's in school
- To be responsible for organising and leading the Y6 residential visit

Assessment and Evaluation

- Monitor and regularly review the effects of relevant policies
- Assess, monitor and evaluate the effectiveness of target setting
- Contribute to the school self-evaluation and review with the SLT on a termly basis

Managing Own Performance and Development

- Participate in arrangements for appraisal for a defined group of staff
- Prioritise and manage time effectively
- Work under pressure and to deadlines
- Keep up to date with Educational initiatives

Managing and Developing Staff and other adults

- Support activities that ensure that the ethos of the school enables staff at all levels to embrace learning in order to improve their own skills
- To undertake the monitoring and management of staff absence
- To be responsible for the line managing of the PSA
- To be responsible for the Line managing of the site manager and assistant site manager

Managing Resources

- Work with governors and senior colleagues to recruit and retain staff of the highest quality
- To be responsible for the management of the school premises including Health and safety, contractors (project work) and liaise with SBC technical support services

- To contribute to arrangements for the security and effective supervision of the school buildings, 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

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Teachers' Pay and Conditions Act 1987 and subsequent Orders in terms of duties and working time, also any local agreements, LEA circulars and guidelines giving interpretations of teachers' conditions of service.

Review and Amendment

This job description is normally subject to annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It may include other tasks reasonably requested and agreed with the Line Manager.

Complaints

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued by
(Signature of Head Teacher)

Copy Received by
(Signature of Assistant Headteacher)