



# Job Title: Assistant Head Teacher

*Job Description / Person Specification*



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## Job Description

**Job Title** Assistant Head Teacher

**Location** Whitley Park Primary and Nursery School

**Grade/Salary Range** Leadership range L7 – L11

### Job Purpose

#### General duties:

- Act in the absence of the Head Teacher and the Deputy Head Teachers
- Lead a phase team, and within the team, manage and deploy staff to maintain high standards, the smooth running of the curriculum provision and timetables
- Oversee and support the welfare of pupils, health and safety, behaviour and wellbeing
- To be responsible for the assessment, tracking and data collection within the phase
- To work in partnership with Head Teacher and Deputy Head Teachers to raise standards of achievement for all, ensure continuity and progression throughout the school and achieve consistency

In addition to duties as specified in the Teacher job description

### Designation of Post and Position within School Structure

To be responsible to the Head Teacher

### Main Duties and Responsibilities

#### Support for pupils

1. Contribute to improvement in the quality of teaching and learning through leadership of curriculum developments and initiatives.
2. Through leading planning and curriculum implementation contribute to the development of skills, abilities and aptitudes of children.
3. Ensure weekly teacher planning meetings are held to support the teams to deliver consistently high quality teaching and learning opportunities.
4. Through planning, ensure appropriate provision is made to meet the needs of all children.
5. Provide and support the provision of assessment information for data management, teacher assessment, monitoring by SLT.
6. Promote the inclusive ethos of the school and promote the progress and well-being of all children along with appropriate pastoral and emotional behavioural support to all children within the phase.
7. Lead a phase assembly every week following the collective worship policy
8. Support effective communication and consultation with parents, staff, SENDCo and other agencies.
9. Represent children's rights and needs in professional meetings.

10. Support good liaison and transition arrangements for pupils transferring to and from the school.
11. Support staff in safeguarding children at the beginning/end of the school day.

### **Support for staff**

1. Promote professional development for all staff.
2. Support staff with concerns raised about pupil wellbeing, progress, Safeguarding and Child Protection.
3. Monitor teacher planning, expectations and quality of curriculum delivery and balance within the phase.
4. Model effective time management in using Planning Preparation and Assessment time and support staff in creating sustainable work/life balance.
5. Support NQTs and mentor them in their first year of teaching. Support trainee teachers and students who have placements in the phase.
6. Support Specialist Teaching Assistants when they are asked to provide cover supervision in the phase.
7. Support supply teachers when they are asked to provide cover supervision in the absence of a teacher in the phase.
8. Deliver training sessions.

### **Support for curriculum**

1. Model through own excellent teaching and curriculum leadership the focus on raising standards and the value of curriculum developments and change.
2. Support teachers in achieving accurate teacher assessments.
3. Support teachers to make effective use of curriculum data and prepare for Pupil Progress meetings.
4. Be responsible for gathering and presenting assessment data in the phase, tracking progress and meeting data deadlines.
5. Monitor quality of resources. Monitor effectiveness of the resources for teaching and learning in the phase.
6. Be responsible for consistent assessment expectations in the phase.
7. Report to SLT on standards using data provided.
8. Liaise with staff to promote successful transition and seamless progression of curriculum planning assessment arrangements.
9. Lead at least one core subject curriculum area and phase leader role.
10. As a senior leader support curriculum co-ordinators in their management of the curriculum.

### **School leadership and management**

1. Take responsibility for school in absence of HT and DHT.
2. Work in partnership with and support HT and DHT.
3. Support the efficient and effective management of the school.
4. Meet regularly with SLT.
5. Establish and sustain good relationships and communication systems throughout the school.
6. Assist in the deployment, recruitment and appointment of staff.
7. Promote positive working relationship with the Governing Body, parents, volunteers and visiting professionals.

8. Keep SLT well informed at all times.
9. Lead support staff in managing children outside of the classroom, (playground, dining room, corridors, toilets etc.) and support lunchtime controllers and teaching assistants with children's behaviour and emotional wellbeing.
10. Provide lunchtime cover in the dining room once a week for at least 45 minutes
11. Support the induction and mentoring of all new staff and act as mentor to NQT's, as requested and consider their needs as new members of staff.
12. Prepare and review all timetables in the phase and ensure **all** staff are aware of changes and reasons for them.
13. Respond to staff changes/illness and organise deployment of staff in the phase. Report any absences and additional cover to the DHT.
14. Take full responsibility for reporting performance data for the phase three times a year and present to the Governing Body as required.
15. To work confidentially and to adhere to all data protection, GDPR and retention guidelines and legislation.

### ***Special/Other Requirements/Responsibilities of this Post***

<b><i>Level of DBS check required for this post</i></b>	Enhanced with a check of the barring list(s)
<b><i>Does the post require a check against the list of people barred from working with vulnerable adults?</i></b>	NO
<b><i>Does the post require a check against the list of people barred from working with children?</i></b>	YES
<b><i>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</i></b>	Childcare disqualifications declaration and must be suitable to work with children
<b><i>Is this post "politically restricted"?</i></b>	NO
<b><i>Responsibility for Health &amp; Safety:</i></b>	LEVEL 1

## Person Specification

### *Qualifications/Education/Training*

Qualified teacher status

Experience in a management role desirable

### *Experience*

- Enjoy teaching all children 3-11 years old
- Demonstrate a commitment to the development, progress and wellbeing of every child
- Demonstrate high expectations
- Have substantial recent and successful teaching across primary curriculum
- Be an excellent teacher and role model
- Have up-to-date knowledge of the National Curriculum and assessment requirements
- Be able to reflect effectively on own practice
- Have sound IT skills
- Demonstrate commitment to very high standards

### *Skills, Abilities & Competencies*

- Be an effective curriculum manager
- Good level of fluency
- Have experience of development planning
- Have undertaken training/development in aspects of management
- Be competent to monitor, evaluate and improve teaching and learning
- Have ability to delegate and support others effectively
- Have experience of action planning and evaluation
- Have an understanding of staff development including performance management and monitoring processes
- Have ability to manage difficult situations
- Demonstrate proven knowledge and application of behaviour management strategies
- Have had opportunities to lead staff in a variety of contexts
- Have ability to motivate, inspire and support staff
- Have clear vision for Primary Education
- Be able to explain ideas clearly and succinctly
- Have ability to lead by example where appropriate
- Have been a member of a Leadership Team
- Be able to work closely with the SLT on the efficient management and leadership of the school