



## **ASSISTANT HEADTEACHER – job description.**

### **PROFESSIONAL DUTIES**

In addition to those duties set out in “School Teachers Pay and conditions documents” and any subsequent statutory orders, the following are the professional and specific responsibilities of the Assistant Head of Mayfield School.

### **PROFESSIONAL DUTIES**

A person appointed as a Assistant Head, in addition to carrying out the professional duties of a teacher shall in partnership with Governors, Headteacher and leadership team:

- Formulate the department aims and objectives of the school improvement plan
- Manage staff and resources
- Ensure the school self-evaluation accurately reflects Ofsted criteria
- Promote SMSC development throughout the department
- Undertake any professional duties of the Headteacher reasonably delegated to him/her.
- Undertake to the extent required by the Headteacher or the Governing Body the professional duties of the Headteacher only in the event of the Headteacher or Deputy not being in school.

### **SPECIFIC ROLES AND RESPONSIBILITIES OF ASSISTANT HEADTEACHERS AT MAYFIELD SCHOOL**

- To organise and manage the dept in line with of the principles set out by the Governors and Headteacher
- To manage a departmental budget and monitor the use of high quality resources.
- To ensure resources are in good condition and relevant to the teaching and learning undertaken in the department.
- To ensure the smooth running of the department eg cover provision, midday supervisors, departmental information and displays.
- To hold regular departmental meetings to ensure staff have up to date information to inform teaching and learning and the smooth running of the dept.
- To keep accurate and up to date records.
- To lead by example.

### **SAFEGUARDING CHILDREN**

- To be a key member of the Safeguarding team.
- To deputise for the Designated Safeguarding Lead (DSL) as required

### **HEALTH AND SAFETY**

- To be a key member of the Health and Safety team.

### **PERFORMANCE MANAGEMENT**

- Contribute to the performance management process.

### **CURRICULUM**

- To maintain outstanding standards of teaching and learning
- To be a leader in the design and evaluation of the curriculum
- To lead on the implementation of the agreed curriculum
- To monitor pupil progress in the department
- To monitor the curriculum provision ensuring all pupils receive a broad, balanced and relevant curriculum.
- To ensure that the curriculum meets the school/ LA and Governor expectations as well as the legal requirements set out by the DFE.
- To implement and monitor the teaching and learning policy to ensure good/outstanding practice throughout the department.

### **ENTITLEMENT BREAK and PPA TIME**

The Headteacher and governing body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

- Provision of leadership and management time
- PPA – 0.1
- Teaching Commitment - 0.5
- To report when required to do so to the Headteacher / Governing Body and LA on areas in which they hold a responsibility.

### **SPECIFIC RESPONSIBILITIES**

- To lead on EYFS / primary or secondary strategy
- To lead on transition and mainstream school links

### **TAKE ON ANY ADDITIONAL RESPONSIBILITIES WHICH FROM TIME TO TIME BE DETERMINED.**

*The job description may be amended at any time following discussion between head teacher and member of staff and will be reviewed annually. This will reflect candidates areas of expertise and cohorts of pupils within the school.*