



JOB DESCRIPTION

POST TITLE: Assistant Headteacher

Priory Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Purpose:

To lead, develop and monitor teaching and learning in the school.

Main Responsibilities:

- Maintain an overview of teaching and learning across the unit – lower KS2 or upper KS2, as appropriate. Oversee the work of the team to ensure policy and planning match practice.
- Lead on the development of teachers / TAs across the unit – identifying CPD needs, coaching teachers, and mentoring NQTs.
- Provide support for colleagues, sharing and recognising strengths, providing advice where necessary.
- Organise assessment tasks, including organisation of statutory assessments.
- Chair regular unit meetings, facilitate discussion of teaching strategies and ensure consistency of approach.
- Evaluate the achievements of the unit and the effectiveness of planning on a termly basis.
- Lead by example to provide and maintain the highest possible standards within the team.
- With the Head/DHT, monitor progress of children across the unit, and plan for support/extension where necessary.
- Take a lead in the provision for Pupil Premium children across the unit, including overseeing the deployment of the PP Focus teacher, monitoring provision, contributing to the overall Pupil Premium strategy, and evaluating effectiveness of provision.
- Liaise with KS1 / KS3, (as appropriate) to ensure transition arrangements are in place, and develop ideas to strengthen these further.
- Lead a core subject, and take the lead in the development of this subject across the school.
- Ensure trips are organised for the children for both year groups.
- Assist in the organisation of daily routines including being visible outside / available to parents before and after school, at least once per week.
- Take responsibility for the induction and monitoring of new colleagues in the unit.
- Be responsible for appraisal for a group of staff within unit.
- Attend and contribute to senior leadership team meetings. Keep leadership team aware of successes in year group and provide suggestions on how to improve the work of the team / school.
- Report any safeguarding concerns to the designated person for safeguarding immediately, and following training, deputise for the designated person for safeguarding.
- Promote the shared vision of the school, and contribute to the planning and implementation of the strategic direction of the school.

You may also take on any particular school improvement responsibilities, as may be reasonably assigned by the Headteacher.