



WEST TOWN LANE
ACADEMY

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WHERE LEARNING IS AN ADVENTURE

ASSISTANT HEADTEACHER- JOB DESCRIPTION

PURPOSES

To have strategic responsibility for Early Years and KS1 within our primary Academy.
To be responsible for pastoral care within the whole Academy.
To promote the aims and objectives of the academy and maintain its philosophy of education.

RESPONSIBILITIES

The following areas of responsibility reflect high expectations of learning outcomes for children:

- Support the vision, ethos and policies of the school and promote high levels of achievement.
- Manage the school effectively in the absence of the Headteacher and Deputy Headteacher.
- Work as part of the SLT to monitor the quality of teaching and learning, assessment, and achievement of Early Years and KS1.
- Conduct Teacher Appraisal, Pupil Progress meetings and monitoring duties for designated staff within the school.
- Work as part of the SLT in leading on the Safeguarding and Disadvantaged Pupils requirements.
- To have whole school responsibility for attendance, working with the learning mentor to support families.
- Support individual teachers to improve their practice.
- Support all staff in achieving the priorities and targets which the school sets for itself and provide them with support and guidance in implementing policies, projects and initiatives.
- Work with the SLT in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met.
- Support the creation and implementation of the school improvement plan within the national and local context.
- Lead Assemblies according to the school's schedule.
- Share responsibility with the Headteacher and SLT for the supervision of lunchtime behaviour.
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.

- Lead on the wellbeing of the pupils and staff.
- To maintain good order and discipline among the pupils, maintaining strategic oversight of behaviour across the Academy.
- To undertake a teaching commitment of 0.2 each week to support learning.
- Provide information and advice to the Headteacher and governing body and support proper accountability processes throughout the school.
- Take on specific tasks related to the day to day administration and organisation of the school.
- Take on any other duties which the Headteacher may assign commensurate with the role and responsibilities in the school.

SALARY

This post is paid on the leadership scale L10-L14 with increments being awarded on a performance basis.