

Post Title: Assistant Headteacher, Phase Team Leader and Whole School Curriculum Responsibility

Leadership scale (L8-12)

Status of the Post

This is a leadership post within the school's leadership structure, which carries significant responsibilities including membership of the Senior Leadership Team. The AHT will have the equivalent of one day out of class each week to carry out role.

Main Responsibilities of the Post

- The current School Teachers' Pay and Conditions Document lists the duties required of all teachers.
- The Class Teachers' Job Description lists the responsibilities of a class teacher and in addition to those professional responsibilities which are required of all classroom teachers in the school, the postholder's key responsibilities will be :
- To be a member of Senior Leadership Team and support with strategic overview of the school
- To deputise for deputy headteacher and (with agreement) the headteacher in her absence
- To lead a phase team and write phase action plan which links directly to School Improvement Plan

Phase Team leader role

- To have overview and make regular analysis of phase data and to use data effectively to identify pupils who are underachieving and, where necessary, create and implement effective plans of action to support those pupils, in liaison with the Senior Leadership Team.
- Ensure school policies and agreed priorities of SIP are implemented in the classroom across the year team and phase
- To demonstrate good and often outstanding practice within your own teaching, acting as a role model and sharing good practice through developing coaching and peer observation within the phase
- To develop in depth knowledge and overview of curriculum and assessment for your phase
- To model exemplary marking, feedback and planning for assessment
- To carry out appraisal and make sure that members of phase team have appropriate CPD opportunities
- To ensure that behaviour policy is effectively managed and supported across the phase team
- To maintain overview of provision map and IEPs and ensure that additional adults are deployed effectively across the phase working closely with Inclusion manager
- Feedback and write reports for leadership team, staff, Governors and other stakeholders
- To take assemblies

Curriculum responsibility –to lead on agreed area of curriculum across the school

- To provide a good role model through coaching and mentoring, demonstrating effective practice and providing advice and feedback.
- To ensure that feedback from lesson observations, book looks and analysis of assessment data is appropriately reflected in teachers' planning and practice
- To lead and manage an area of the curriculum across all phases of the school and liaise with Year Team Leaders and other phase leaders.
- To secure the highest standards of learning and achievement for all pupils, high quality teaching and the effective use of resources in the subject.
- To establish, develop and ensure policy and practices are implemented in consultation with all members of staff and in accordance with curricular provision, national and local requirements and the School Improvement Plan.
- To monitor and evaluate policies and practices, establishing clear targets for improvement.
- To use financial and resource management of a curriculum budget innovatively and effectively in order to demonstrate value for money and impact on learning.
- To know and understand the requirements for assessment, recording and reporting of pupil attainment and progress within an area of the curriculum.
- To ensure the effective and efficient management and organisation of learning resources, evaluating their effectiveness
- Develop opportunities for home learning
- To help create an effective and stimulating environment for the teaching and learning
- To encourage pupils' motivation and enthusiasm in the school/subject, developing positive responses to challenge and high expectations.
- To evaluate the effectiveness of teaching and learning within agreed area on a termly basis and use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.
- To monitor and evaluate planning and pupils' work to ensure curriculum coverage, consistency, progression and achievement in your agreed curriculum area by all pupils, identifying clear targets for improvement and providing constructive and developmental feedback on a regular basis.
- To lead professional development in your agreed curriculum area through staff professional development meetings.
- To inform newly appointed colleagues of school policy and practices in your curriculum area
- To liaise with advisory teachers or other appropriate professionals.
- To be aware of developments within curriculum area both locally and nationally and disseminate information to colleagues.
- To attend appropriate training and share this with school staff through professional development meetings.

The focus of this role will be reviewed and could be changed in light of the School Improvement Plan and in consultation with the post holder.