



GORDON PRIMARY SCHOOL

Golfe Road, Ilford, Essex IG1 1SU

Tel: 020 8478 2977

www.gordonpri.uk

Head Teacher: Miss Veena Naidoo

JOB DESCRIPTION

Post title: Assistant Headteacher
School: Maintained Primary School
Pay range: L5-L9

Main purpose of the job

- To carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Assistant Headteachers
 - Under the overall direction of the Head Teacher, play a major role in formulating the aims and objectives of the school and establishing the policies through which they are to be achieved
 - As a leading professional, actively promote effective teaching and learning practices across the school
 - Take a lead role in the continued development and evaluation of the school's curriculum.
 - Proactively manage staff and resources
 - Take on the responsibilities of the Head Teacher, as agreed and appropriate, in the absence of the Head Teacher and Deputy Head Teacher
 - Carry out the professional duties of a teacher, as required
 - Take responsibility for Safeguarding and Child Protection issues, as appropriate
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
 - Be empathetic and promote the ethos and values of Gordon Primary School
 - The Assistant Head Teacher will also have a timetabled teaching commitment of 50%, complying with the Teachers' Standards and modelling best practice for others.
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Duties and responsibilities

Shaping the future

- Support the Head Teacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments, where appropriate
- Lead by example, to motivate and inspire others
- In partnership with the Head Teacher and Deputy Head Teacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community, where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead on the whole-school curriculum development, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Lead curriculum area/s as agreed with the Head Teacher
- Lead a phase as agreed with the Head Teacher
- Work with the Head Teacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- Supporting and advising teachers and support staff in the phase and across the school, in the delivery of a broad, balanced and differentiated curriculum to pupils (Teaching and Learning)
- Evaluate the impact of the curriculum on pupils progress, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with Special Educational Needs, or who speak English as an additional language
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure, through leading by example, the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school, as appropriate
- Act as an induction co-ordinator or mentor for ECTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate in the selection and appointment of teaching and support staff, as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the School Development Plan and performance management including coaching and mentoring as appropriate

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate, and under the leadership of the Head Teacher, undertake activities related to professional, personnel/HR issues

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- Undertake any professional duties, reasonably delegated by the Head Teacher

Redbridge is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We follow safer recruitment practices and all appointments are subject to satisfactory safeguarding checks, including DBS checks and references.