

**Stillness Junior School**

*“Our Best at All Times”*

**Assistant Headteacher**

**Post:** Assistant Headteacher with Class Teaching and Pupil Premium Responsibility

**Salary:** National Pay Scale at appropriate point – Teaching and Learning Responsibility posts may be available for expertise and will involve additions to this job description

**Reporting to:** Headteacher

**Period:** Full Time (18 month contract)

**KEY PURPOSES OF THE JOB**

* To lead in the management and delivery of provision for Pupil Premium pupils and for those who require Curriculum Support; to ensure that the Pupil Premium funding is effectively allocated to the groups of pupils for whom it is intended and that it makes a significant impact on their education
* To provide a clear and concise action plan for Pupil Premium in consultation with the PPG link governor
* To provide additional educational support to improve the progress and raise the achievement of these pupils
* To liaise with other staff responsible for interventions and pupil progress
* To assist with monitoring of the impact for all PPG spend
* To assess and evaluate the effectiveness of provision for Pupil Premium pupils.

**SPECIFIC ACTIVITIES FOR THIS POST**

* To arrange one-to-one discussions with every Pupil Premium pupil and parents
* To obtain and record information from teachers regarding the academic progress of every Pupil Premium Pupil and use the school tracking system to monitor progress
* To obtain and record information from the teachers, Inclusion and from any other agencies regarding the social well-being of each Pupil Premium pupil
* To track attendance and punctuality for individual pupils and for this group of pupils. To intervene when there are issues with punctuality and attendance
* To analyse the information obtained from the one-to-one discussions, teachers, Inclusion and any other agencies to assess the level of need and appropriate provision
* To have more focussed intervention with those pupils who have been identified as requiring a higher level of support
* To develop and keep up-to-date case studies for Pupil Premium pupils
* To support pupils individually and in groups to help develop their social and academic skills
* To allocate funds in relation to need and to use funds to provide financial assistance to Pupil Premium pupils on a case by case basis and within the budget available
* To maintain an accurate record of how Pupil Premium Fund has been spent and the impact of this expenditure and to ensure this is published on the school website.
* To promote and provide support for pupils to access extra-curricular activities
* To monitor, evaluate and review the impact of the Pupil Premium funding over time
* To provide the Leadership Team with progress reports on the group of Pupil Premium pupils.

**LEADERSHIP AND MANAGEMENT**

1. To assist the Headteacher and Deputy Headteacher as part of the Leadership Team in shaping a vision and direction for the school, setting out very high expectations with a clear focus on pupil achievement.
2. To play a significant role in setting aims and objectives contained in the SEF and School Improvement Plan.
3. To take responsibility for developing and monitoring policy and practice.
4. To inspire and motivate staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour.
5. To provide an excellent role model for all members of staff and for all pupils.
6. To offer guidance and support to colleagues.
7. To help take responsibility for dealing with and reporting Child Protection issues as they arise in the school.
8. To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
9. To provide effective leadership and management to the staff team, as agreed with the Headteacher and Deputy Headteacher.
10. To make a significant contribution to the school’s continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
11. To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils’ work and teachers’ planning and teaching.
12. To provide guidance and support to year group leaders and other staff in order to improve the quality of teaching and learning.
13. To actively promote equality of opportunity by assisting the Headteacher and Deputy Headteacher in ensuring the school’s curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
14. To assist the Headteacher and Deputy Headteacher in all aspects of the day-to day administration and organisation of the school, including taking responsibility for agreed areas, e.g. timetables, duty rotas etc.
15. To contribute to the maintenance and updating of the school website

**TEACHING AND LEARNING**

1. To carry out teaching duties, as agreed with the Headteacher and Deputy Headteacher, providing a model of excellence. This may include: -
* Teaching small groups (eg booster classes)
* Providing in-class support for colleagues through demonstration lessons.
* Class teaching
1. To provide leadership and support for colleagues including:
* Supporting year group leaders and subject leaders in developing their role, in particular in relation to raising standards
* Supporting teams and individuals with provision mapping
* Organising and delivering training, as needed, to groups of school staff
* Supporting staff in the use of assessment information to inform teaching and learning
* Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.

3. To undertake a significant role in maintaining high standards of pupil behaviour.

4. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.

5. Assist in the management of the school data system.

**OTHER DUTIES AND RESPONSIBILITIES**

1. To attend daily and weekly meetings, and to lead such meetings as required.
2. To take whole school assemblies and to support other staff with assemblies.
3. To prepare and present reports, as required e.g. to governors, LA officers, parents etc.
4. To collaborate closely with the Pupil Premium governor and produce reports and data.

**SPECIAL CONDITIONS OF SERVICE**

* Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.
* Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunity**

* The post holder will be expected to carry out all duties in the context of and in compliance with the Council’s Equal Opportunities Policies.

* Signature of Post holder ……………………………… Date……………………
* Signature of Headteacher…………………………… Date………………..

**PERSON SPECIFICATION: ASSISTANT HEADTEACHER (Including Responsibility for Pupil Premium)**

**QUALIFICATIONS AND TRAINING**

**The successful candidate will:**

1. Hold a Qualified Teacher Status, DFE Number, satisfactory DBS check.

2. Have at least 3 years recent and relevant experience of teaching KS2 children in a UK setting.

3. Have a good working understanding of the National Curriculum.

**KNOWLEDGE AND QUALIFICATIONS RELEVANT TO THE POST**

**The successful candidate will have excellent understanding of:**

1. How an appropriate and challenging KS2 curriculum can be successfully planned and delivered.

2. A range of teaching and learning strategies that most effectively contribute towards raising achievement, promoting good behaviour and developing self-esteem in all children in a diverse and inclusive classroom and the ability to implement these strategies effectively and consistently.

3. The safeguarding requirements in schools.

4. Showing ability to demonstrate a high level of understanding and capability in the use of IT to support teaching and learning and as a management tool.

5. How to successfully work with support staff in a school setting.

6. Being able to work effectively in multi-disciplinary teams; to build good working relationships.

7. How to communicate effectively both verbally and in writing at an appropriate level with a range of audiences, especially parents / carers.

8. Demonstrating commitment to personal/professional development and training.

**EXPERIENCE RELEVANT TO THE JOB**

**The successful candidate will have:**

1. Recent significant and successful experience as a teacher in the primary phase. (Essential)
2. A proven track record of raising attainment in one or more core curriculum subjects. (Essential)
3. Significant and successful experience of leading aspects of the curriculum at whole school level.
4. Successful experience of improving the quality of teaching and learning, through processes of monitoring and support (Essential).
5. Experience of developing and leading staff development programmes for teachers and other staff (Essential).
6. Experience as a phase leader (Advantageous).
7. Experience in the maintenance of a school website (Advantageous).
8. Experience of managing and using pupil attainment and tracking data bases (Advantageous).
9. Experience of initiating and implementing strategies to improve parental involvement in their children’s learning (Advantageous).
10. Experience of monitoring, evaluating and reviewing the impact of Pupil Premium funding over time (Advantageous).

**APTITUDE AND SKILLS**

**The successful candidate will:**

1. Be an excellent teacher.
2. Be joining a valued team and will be a good team player
3. Be able to write clear lucid prose.
4. Demonstrate leadership qualities, including energy, resilience, stamina and the ability to enthuse and motivate others.
5. Be able to articulate a clear vision for high quality education.
6. Have personal presence, good communication skills and a sense of humour.
7. Be able to communicate clearly with a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies.
8. Relate well to children and be responsive to their needs.
9. To be able to develop and maintain effective relationships with all members of the school community and outside agencies.
10. Be approachable, accessible and flexible.
11. Be able to work effectively under pressure, to prioritise appropriately and to meet deadlines.
12. Have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions.
13. To be able to understand, interpret and present school performance data