



Assistant Headteacher Job Description

Post	Assistant Headteacher
Salary	L8-12
Contract Type	Permanent & Full Time
Responsible to	Deputy Headteacher
Responsible for	To be decided
Location	Saxon Hall

Summary of site leadership duties and responsibilities

- To be part of the Senior Leadership Team and to be responsible for the day to day routines at Site including but not exclusive to start of day, break, lunch, end of day and general behaviour.
- To carry out the professional duties of the Deputy Headteacher/ Site Leader in the event of their absence
- To Line Manage & Appraise the Learning Mentors and agreed Teachers and Teaching Assistants at Site
- To produce reports for Site and any areas of whole school responsibility as required
- To coordinate any necessary home visits and parental communication

Additional whole school responsibilities

- To be agreed with the successful applicant based upon experience and skills.

General professional responsibilities

- To carry out the duties of a school teacher as set out in the STPCD and meet Teacher Standards
- To apply the school's policies at all time including but not limited to Safeguarding and Behaviour
- To undertake duties as required
- To be aware of and comply with all aspects of the school's staff code of conduct
- To attend meetings and other professional activities as directed
- Engage positively in CPD
- To undertake any other duties reasonably directed by the Headteacher

Teaching

- To teach classes as timetabled in line with the PRS T&L policy
- To assess, mark and feedback in line with the PRS T&L policy
- To ensure learning is a high quality experience for all pupils and that work is planned to meet their individual needs and abilities
- To manage behaviour in line with the PRS Behaviour policy
- To effectively implement the relevant curriculum intent
- To communicate with parents as required, verbally and in writing about the progress and behaviour of their children.

