



Job Description

Job Title:	Senior Assistant Headteacher (Director of Primary Standards)
Salary:	L8-L12 in this first instance
Responsible to:	Headteacher, Academy Council
Date of Job Description:	May 2019

Primary purpose of the Role:

Securing in consultation with the rest of the senior leadership team outstanding education for all young people at Armfield Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Working as part of the senior leadership team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for students. Thereby, ensuring a high quality education for all students.

Ensuring the key elements of progress and achievement, quality of education, behaviour and safety and leadership are all of a very high standard particularly within Reception to Y6.

Working in association with the Headteacher overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Alongside the Headteacher, being the accountable person for standards of all aspects of the quality of education, leadership and management, behaviour and personal development in R to Y6.

Main Responsibilities:

Strategic and Operational leadership of the quality of education most noticeably the quality of teaching, teacher development and student outcomes within Reception to Year 6.

Strategic and Operational leadership of the quality of leadership and management for those colleagues specifically employed to discharge leadership responsibilities within R to Y6.

Strategic and Operational leadership of the quality of behaviour and personal development of students in Reception to Year 6.

Working alongside the Headteacher strategic overview for staffing and budget decisions directly related to R-Y6.

In carrying out their duties, all senior post holders will be required to implement the policies of the Fylde Coast Academy Trust and the Academy Council.

Main Duties: Core Responsibilities

- To fulfil requirements of a classroom teacher to Core and Post Threshold standards
- To work as a full member of the Senior Leadership Team;
- To share a common vision for the academy and participate in the academy's operational planning and implementation;
- To understand specific professional responsibilities and duties which help provide professional leadership and management of staff within the academy;
- To assist in, and to have the opportunity to lead in, the forward-planning and smooth running of the academy, through attendance at regular Senior Leadership Team meetings.
- To support the Headteacher through leading SLT meetings in their absence.
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the academy by consistently reaffirming and enforcing core values every day;
- To be responsible, with other members of the SLT, for ensuring that the very highest standards of behaviour for learning are evident from all students at all times;
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To attend all meetings relevant to the post and to update the Headteacher and Governors as required.
- To pro-actively support other academies within the Fylde Coast Academy Trust as considered necessary or as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the academy, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the academy improvement plan including taking overall strategic lead for aspects of the plan.
- To perform the duties of Appraisal Reviewer for identified support staff, teachers and Leaders:
 - Reviewing annually the performance of these support staff, teachers / Leaders and setting new objectives in line with the FCAT policy and procedures.
 - Making recommendations on pay progression based on academy policy and consistently applied standards to the Headteacher
- To contribute to the delivery of assemblies.
- To challenge underperformance at all levels ensuring effective corrective action and follow up;
- To line manage the work of colleagues in R to Y6 and others as required by the Headteacher.
- To assist in the management of staff attendance in accordance with FCAT policies.
- To manage delegated budgets to ensure that costs remain in line with budget.
- To manage own workload and that of others to allow an appropriate work/life balance.

Main Duties: Specific Responsibilities

Quality of Education

- Overseeing and ensuring that the curriculum coverage is broad and balanced across Reception to Year 6 and that the full range of subjects is covered in all year groups.
- To ensure that the curriculum ensures that students are taught the necessary knowledge and skills in Early Years, Key Stage 1 and Key Stage 2.
- To ensure that the curriculum is planned to provide high expectations and challenge for all students and appropriately differentiated for children with SEND needs.
- To plan, implement and evaluate strategies where improvement needs are identified.
- Monitor, evaluate and report on the effectiveness of teaching with regard to students' progress.
- To monitor academy performance against targets.
- Ensure the progress of each individual student is effectively planned for and appropriate intervention is delivered.
- To oversee the quality of intervention teaching in Reception to Year 6 to ensure that it has an impact on student outcomes.
- To ensure that the entitlement curriculum is offered and integrated within the standard curriculum offer for children in Reception to Year 6.
- To ensure that assessment is used effectively within Reception to Year 6 and helps pupils to embed knowledge and use it fluently and assists teachers in producing clear next steps for pupils.
- To ensure that reading is prioritised in Reception to Y6 in order to allow pupils to access the full curriculum offer.
- To support the development of the Y5-8 curriculum ensuring that there is no repetition of work completed in years 5 and 6.

Teaching and Learning

- Sustain personal expertise and act as a role model of excellent classroom practice, modelling effective strategies and sharing these with other teachers as appropriate.
- Working alongside the Assistant Headteacher (T&L) lead on the provision of teaching and learning across R to Y6 to ensure staff acquire and retain appropriate skills to deliver outstanding lessons and become (or remain) excellent practitioners in their areas.
- Develop and deliver strategies across Reception to Year 6 in order to ensure that the academy continues to meet the varied needs of the students entering the school, both at individual and whole academy level.
- Monitor the work of curriculum and phase leaders in self evaluating the quality of teaching and learning in Reception to Year 6.
- Support the Assistant Headteacher (T&L) in ensuring that innovative and highly effective teaching and learning is evident daily within the academy.
- Provide meaningful and timely data to SLT, Governors and FCAT as necessary about the quality of teaching and CPD within Reception to Year 6.
- Lead and monitor homework within Reception to Year 6.
- Monitor the work of curriculum leaders to ensure the schools' lesson observation strategy is properly implemented and achieves the strategic goals.
- Ensure that marking and feedback and lesson planning leads to positive outcomes for students in Reception to Year 6.

Leadership and Management

- Responsible for ensuring the highly effective leadership and management of Reception to Year 6 including ensuring that middle leaders are highly effective in discharging their leadership responsibilities.
- Responsible for creating a learning culture within Reception to Year 6 that encourages students to define, desire, demand and deliver success.
- Responsibility for implementation, monitoring, self-evaluation and review of Academy policy and procedures that specifically affect Reception to Year 6.
- Responsible for ensuring that all necessary legal requirements are met with regard to the publishing of statutory data on the academy website which specifically relates to Reception to Year 6.
- Responsible for highly effective Leadership and Management of Assistant Headteachers, Senior Leader, Curriculum Leads and Phase Leads as appropriate.
- Provide the Governors, Headteacher or other designated leadership post-holders, with relevant performance information as appropriate.
- Provide the Governors, Headteacher or other designated leadership port-holders, with relevant commentary to support the impact of the work we are doing in raising student outcomes.
- Chair meetings of middle leaders where appropriate.
- To deputise for the Headteacher as appropriate and relevant to Reception to Year 6.
- Ensure that teaching and learning at Armfield Academy is highly innovative and effective.
- To attend and represent the interests of the academy at external meetings as appropriate to the role.
- To take operational leadership for Reception to Year 6 ensuring that the 'all through' ethos of Armfield Academy is maintained at all times.
- Working alongside the Headteacher to take strategic responsibility for the development of practice within Reception to Year 6 including having a contribution in discussions relating to teaching and support staff deployment and budgetary matters.

Behaviour and Safety

- Work constructively with all relevant staff within the academy to promote the integral link between effective teaching and learning and excellent student conduct (behaviour for learning).
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the academy by consistently reaffirming and enforcing core values every day;
- To be responsible, with other members of the SLT, for ensuring that the very highest standards of behaviour for learning are evident from all students in Reception to Y6 at all times;
- To ensure that an environment is created in Reception to Year 6 where bullying is not tolerated and if it occurs that is dealt with quickly and effectively.
- To take a strategic overview of attendance within Reception to Year 6 ensuring that high standards are maintained.
- To be responsible, with other members of SLT, for ensuring that the very highest standards of behaviour are demonstrated in un-structured times and to oversee duty rotas for Reception to Year 6 to ensure supervision is adequate and effective.

Personal Development

- To support and contribute to the academy's responsibility for safeguarding students.
- To ensure that the curriculum in Reception to Year 6 provides opportunities for broader development.
- To ensure that the curriculum and the wider work of the academy in Reception to Year 6 supports pupils to be confident, resilient and independent, and to develop strength of character.
- To oversee the pastoral support work carried out by Phase leads and associated support staff.
- To ensure that pupils in Reception to Year 6 know how to eat healthily, maintain an active lifestyle and keep physically and mentally healthy.
- To ensure that pupils in Reception to Year 6 have an age-appropriate understanding of healthy relationships.
- To ensure that pupils in Reception to Year 6 are provided with a wide range of opportunities to nurture, develop and stretch their talents and interests and that they take advantage of these opportunities.
- To ensure that pupils in Reception to Year 6 are prepared for life in modern Britain, with a developed understanding of fundamental British values of democracy, the rule of law, individual liberty, tolerance and respect.
- To ensure that pupils in Reception to Year 6 understand, appreciate and respect difference in the world and its people and engage with views, opinions and beliefs that are different from their own.
- To ensure that pupils in Reception to Year 6 are provided with opportunities to understand how to be responsible, respectful, active citizens who contribute to society.

Accountability

As a member of the Senior Leadership Team you will be responsible, with others, for ensuring all academy progress and attainment targets are met each year.

- Accountable for the standards of achievement (attainment and progress) of all students in Reception to Year 6.
- Accountable for the performance of children in national checks and tests in particular Reception GLD, Year 1 & 2 Phonics, Key Stage 1 & 2 tests and Times Table Checks.
- Ensure that appraisal arrangements are executed appropriately for staff employed within Reception to Year 6.
- Accountable for the effective implementation of relevant sections of the academy plan.
- Accountable for the quality of teaching and learning across Reception to Year 6.
- Accountable for the quality of education across Reception to Year 6.
- Accountable for the standards of behaviour and personal development across Reception to Year 6.
- Accountable for ensuring that high quality leadership and management is provided across Reception to Year 6.

Flexibility

The above represents a broad outline of the specific duties and responsibilities currently attached to the role of Senior Assistant Headteacher (Director of Primary Standards). Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.

Job Description prepared by:

Mark Kilmurray

Date:

September 2019

Agreed by post-holder:

Date:

Headteacher:

Date: