Academy Lead Teacher (Assistant Headteacher/Class Teacher)  
Job Description

Post title: Academy Lead Teacher (Assistant Headteacher/Class Teacher)  
School: Bulford St Leonards CofE (VA) Primary School  
A member of the Salisbury Plain Academies Trust  
Pay range: L 4 - 8  
Line manager: The Principal and SPA CEO  
Supervisory responsibilities: Nominated staff

Main purpose of the job:

- 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
- To be an outstanding role model in all aspects of teaching and learning, including extended school provision and the professional life of the school.
- Provide professional leadership within the school to secure the school’s success and improvement
- Work with the Principal, Academy Advisory Board and staff team to develop the school’s distinctiveness as a Church School.
- With the Principal be accountable for:
  - high standards of teaching and learning
  - monitoring of progress towards achievement
  - advancing pupil achievement and progression through effective inclusion for all pupils including those with Special Educational Needs and Disabilities (SEND):
    - proactively managing staff and resources
    - provision of a broad and engaging curriculum
- Take full responsibility for the school in the absence of the Principal
- Effectively carry out and model the professional duties of a teacher as required by the current Teacher’s Standards.
- Regularly lead collective worship
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Be a strong advocate for change and champion school improvement.

Duties and responsibilities:

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
- Coach staff to improve the effectiveness of their teaching
- Work with the Principal to raise standards through staff performance management
• Assist with the development and delivery of training and support for staff
• Lead the development of a creative and appropriate curriculum for all pupils
• Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our children. Plan an effective programme of monitoring so that outcomes continue to improve for all learners
• Work within the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
• Take a leading role in engaging with lesson observations, coaching activity, learning walks, drops-ins, and regular work scrutinies to ensure consistency and quality of provision.
• To analyse assessment data and identify areas of under achievement, suggest appropriate interventions and evaluate their effectiveness
• Support the Principal and SLT to ensure that marking and assessment are undertaken in line with the school’s agreed policies.
• With the Principal and SLT ensure robust evaluation of school performance, progress data and actions to secure improvements.
• Ensure through leading by example, the active involvement of pupils and staff in their own learning
• To make a positive contribution towards raising academic standards for all pupils and submit written reports to the Principal evidencing their impact on pupil standards/curriculum development/staff development.

Shaping the future
• In partnership with the Principal and Academy Advisory Board establish and implement an ambitious vision and Christian ethos for the future of the school
• Play a leading role in the school improvement and self-evaluation process
• In partnership with the Principal manage school resources – especially staffing
• Devise, implement and monitor action plans and other policy documents
• Lead by example to motivate and work with others
• In partnership with the Principal, 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 in to account

Developing self and others
• Show continuing development of teaching expertise, subject and phase knowledge to enrich the professional learning of others.
• To support staff in achieving the priorities and targets of the SIP and monitor progress on those relating to the assigned curriculum areas.
• Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
• Support the development of collaborative approaches to learning within the school, the wider SPA partnerships and beyond
• With the Principal and SLT, organise and support the induction of staff new to the school
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Principal
- Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for identified members of staff

Managing the organisation
- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Working with the Principal, ensure the effective dissemination of information; the maintenance of and on-going improvements to agreed systems for internal communication
- Working with the Principal, undertake key activities related to professional, personnel/HR issues
- Working with the Principal, manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a positive, proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Undertake any professional duties, reasonably delegated by the Principal

Securing accountability
- Support the staff and Academy Advisory Board in fulfilling their responsibilities with regard to the school’s performance
- Contribute to the reporting of the school’s performance to the school’s community and partners
- Act as ‘critical friend’ and provide effective and professional challenge and support to the Principal
- Support the Principal in reporting the school’s performance to its community and partners
- Promote and protect the well-being, health, safety and welfare of pupils and staff

Strengthening community
- Work with the Principal in developing and implementing the policies and practices, which promote inclusion and equality
- Develop and maintain contact with all specialist support services as appropriate
- Demonstrate effective social skills, dealing sensitively with staff, parents and other members of the school and wider community
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
• Strengthen partnership and community working, particularly with the local churches and the military
• Promote positive relationships and work with colleagues in other schools and external agencies
• This role is currently based at Bulford St Leonards CE (VA) Primary School, with the flexibility to work within any school within the Salisbury Plain Academies.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Signature of Academy Lead Teacher

_________________________ Date / /

Signature of Principal

_________________________ Date / /