

## North Beckton Primary School Job Profile

**Post:** AHT (class based) Upper or Lower KS2 and an area of responsibility across the school  
**Scale:** Leadership Scale 7-11

General Responsibilities	Specific responsibilities
<ul style="list-style-type: none"> <li>• To assist the Head Teacher in the strategic development and operational day-to-day running of the school across phases</li> <li>• To assume all roles and responsibilities of the Deputy Head Teachers in their absence</li> <li>• To demonstrate the vision and values of the school in everyday work and practice</li> <li>• To ensure the school's ethos enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes</li> <li>• To fulfil all contractual agreements as defined in 'Teachers' Pay and Conditions', school, local and national health and safety policies and procedures and the school appraisal programme</li> </ul>	<ul style="list-style-type: none"> <li>• To be a member of SLT</li> <li>• To lead Upper/Lower KS2 and line manage staff</li> <li>• To lead on the KS2 curriculum, supporting the Deputy Head Teacher for Standards and Curriculum in overall school design</li> <li>• To lead on an significant area of development across the school.</li> <li>• To ensure that SMSC and preparing pupils for life in modern Britain are at the heart of the phase curriculum</li> <li>• To manage and develop use of data across the phase</li> <li>• To carry out appropriate induction of new staff</li> <li>• To lead areas of development across the school as per the SDP</li> <li>• To lead appraisals for the phase</li> <li>• To carry out sickness and absence meetings as required</li> <li>• To undertake any other appropriate duties relevant to the post and within the grading and competency of the post holder, as reasonably required by the Executive Head Teacher and Head Teacher</li> </ul>

### **Strategic Development of the School**

- To use knowledge of local and national trends and initiatives to impact on outcomes for all pupils
- To contribute to building, communicating and implementing the core vision of the school
- In conjunction with the Senior Leadership Team and subject leaders, take responsibility for: planning, implementing and evaluating the schools' development plan
- To monitor and plan for implementation of all interventions to support pupils within the phase
- Lead phase Vulnerable Children's meetings and discuss interventions needed to support these children
- Support in the transition of children between phases
- To ensure the wellbeing and safeguarding of children throughout the school

### **Learning, Teaching, Attainment and Achievement**

- To demonstrate and articulate high expectations of learning and teaching
- Assist the Head Teacher and SLT in setting challenging attainment and achievement targets for the whole school community
- To implement the school curriculum across the phase along with an effective framework for assessment
- To monitor, evaluate and review classroom practice that promotes strategies for improvement
- To challenge under-performance at all levels
- To ensure supportive follow-up using the Teacher Standards and school appraisal systems
- To implement strategies which secure high standards of behaviour and attendance of both pupils and staff

### **Leading Staff**

- In conjunction with the Senior Leadership Team: build a collaborative learning culture within the school; actively engage with other schools and build meaningful learning communities
- To develop and maintain effective strategies and procedures for staff induction, professional development and appraisal

## **North Beckton Primary School Job Profile**

- Line management of the phase
- In conjunction with the Senior Leadership Team, develop and maintain a culture of high personal expectations for all, and take appropriate action when performance is unsatisfactory
- Take the lead with a key area of development across the school.

### **Day-to-Day Management**

- To be the lead for the phase, ensuring effective teaching and learning and behaviour management, ensuring that supporting work of DHTs and Head teacher.
- To contribute to the financial planning and management cycle of the school; ensuring that areas identified as priorities are funded and offer value for money
- As needed, to perform duties before during and after the school day in the schools 8-6 delivery

### **Accountability**

- In conjunction with the Senior Leadership Team: ensure individual staff accountabilities are clearly defined, understood, agreed and are subjected to rigorous review and evaluation.
- In conjunction with the Senior Leadership Team: develop and present a coherent and accurate account of the school's performance to a range of audiences (governors, parents/carers, local authority etc.)
- To be accountable for behaviour of the phase to the SLT
- To be accountable for standards and progress across the phase

### **Equality and Diversity**

Newham Council is an Equal Opportunity Employer. As a school, we are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the federation.

Signed by Assistant Head Teacher \_\_\_\_\_ Date

Signed by Head Teacher \_\_\_\_\_ Date