



Associate Head Teacher

Job Purpose

As Associate Head Teacher, you will be responsible for leading the excellent provision of teaching and learning and efficient day-to-day management of the school, promoting the values and culture within the school and ensuring that the best possible outcomes are secured for all pupils. *This will be done with guidance and support from an experienced headteacher/ executive headteacher.* A key leader within the NET Academies cluster, you will contribute to the strategic direction of the cluster and work closely with the Heads of School to ensure the development of the cluster. As Associate Head Teacher, you will also make a professional leadership contribution across the cluster of NET schools in curriculum innovation, pupil welfare, support, achievement and progress.

Key Responsibilities – these will mirror those of the Head Teacher as directed.

Leadership of Pupils

- Overall responsibility for the development of skills, abilities and aptitudes and the wellbeing of all children.
- Ensure appropriate high-quality teaching provision is made to meet needs of all children.
- Use assessment information to promote achievement and improve attainment of all pupils and plan appropriate curriculum development.
- Ensure that the inclusive ethos of the school promotes the progress and wellbeing of all children, along with appropriate pastoral and emotional behavioural support.
- Create an environment for effective communication and consultation with parents, staff and other agencies.
- Ensure all reports on children are provided promptly with accurate information and educational advice, within guidelines of the Freedom of Information Act.
- Lead and plan school assemblies to underpin values and ethos of the school.
- Develop good liaison and transition arrangement for pupils transferring to and from and within the school.

Leadership of Staff

- Lead on professional development and training opportunities for all staff.
- Plan and provide staff performance management systems with annual appraisals and targets.
- Support all staff with concerns raised about pupil wellbeing, progress, and Child Protection concerns.
- Review with staff teaching and learning methodology, encourage and enable staff to develop and change to meet demands of curriculum development and their own Performance Management targets.
- Be responsible for monitoring teacher planning and quality of curriculum delivery and balance.
- Plan the efficient and effective deployment of staff PPA time for teaching staff and support staff in creating sustainable work / life balance.
- Ensure all policies are regularly reviewed and presented to the Harlow Cluster Governing Body. Ensure policies reflect practice in the school and provide guidance and cohesion throughout the school.

Leadership of Curriculum

- Inspire staff to investigate new ideas and share their expertise.

- Develop the curriculum in response to school needs and national initiatives, ensuring all training needs are met.
- Keep up to date with educational developments and respond through school improvement planning and resourcing.
- Ensure a broad balance of curriculum provision and range of teaching styles to meet varied learning needs of pupils.
- Ensure the curriculum is well resourced and quality is monitored.
- Monitor standards through curriculum data, outcomes for children and classroom observations.
- Ensure that the curriculum from 3-11 provides continuity, progression and challenge.

Leadership and Management

- Establish and sustain good relationships and communication systems throughout the school.
- Take responsibility for risk assessments, including off-site activities.
- Comply with the various provisions of the Education Act, the Education Reform Act and such other statutes and laws which apply to schools
- Implement the policies agreed by the Governing Body and NET Academies Trust.
- Review organisation, management and structure of the school. Work in partnership with the Harlow Executive Board, NET Academies Trust, teaching support staff, parents and other professionals.
- Lead on appointments of all staff including induction and assessment of new and trainee teachers.
- Manage the maintenance of premises and ensure good health and safety standards on the school site.
- Ensure effective financial systems are in place and monitor school budgets and incomes.
- Work with NET Academies Trust to ensure compliance with the EFA's financial regulations and that sound systems of internal control are in place.
- Be responsible for day-to-day financial management.
- Consistently promote the vision and ethos of the school, and foster good relationships with parents, Governors, the Sponsor, external agencies, partners, and stakeholders.
- Liaise with other schools, in particular those academies also sponsored by NET Academies Trust.
- Any other reasonable duties requested.