

ASCENSION ISLAND GOVERNMENT

TWO BOATS SCHOOL

JOB DESCRIPTION

JOB TITLE: Assistant Head Teacher Primary

TEAM: Education

REPORTS TO: Head Teacher

GRADE: 2

JOB PURPOSE:

1. To support the Head Teacher in promoting and developing a vision for the future of the school.
2. To play a significant role in the school improvement planning process
3. To develop and enhance a culture of teamwork in which the views of members of the school community are valued.
4. To contribute to the self-evaluation of the school
5. To work alongside the Head Teacher to use a range of data to set realistic targets for pupils and analysing outcomes.
6. To have specific responsibilities (e.g. for aspects of school management and/or the curriculum) to be agreed on appointment.

MAIN DUTIES:

1. To carry out the professional duties of a teacher as set out in the accompanying schedule.
2. To be a member of the Leadership Team and contribute to school policy formulation and attend all meetings of the team.
3. To manage and monitor all aspects of the Primary school curriculum in particular standards of teaching and standards of learning.
4. To liaise with staff with respect to Primary school assessments and reports.
5. To organise and coordinate parents' evenings for Primary.
6. To advise Headteacher on curricular and pastoral matters relating to children in the Primary School.
7. To convene and chair regular meetings of the Primary school teaching and support staff.
8. To contribute to the whole school calendar and manage the Primary School calendar in particular keeping staff up to date with events and expectations.

9. To liaise with the Leadership Team with respect to Child Protection and SEN issues.
10. To arrange for cover for absent colleagues in the Primary Sector.
11. To undertake any other related duties as reasonably requested by the Head Teacher.

RESPONSIBILITIES:

1. To comply with existing Health and Safety legislation and procedures.
2. To keep under review the schemes of work in Primary Sector.
3. To contribute to any relevant in-service training programmes.

PERSON SPECIFICATION:

Essential

1. Qualified teacher status
2. Experience in a range of settings
3. Good inter-personal skills
4. Good written and oral communication skills
5. Able to work as one of a small team.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.