

JOB PROFILE –ASSISTANT HEADTEACHER

SALARY: Leadership Pay Spine L1 – L5 See Trust Pay Policy

RESPONSIBLE TO: Headteacher

CONTRACT: This is a full time, 0.5 fte class based position.

CORE PURPOSE:

The purpose of the role is to be a key member of the SLT, proactively supporting the Headteacher with all aspects of strategic and operational leadership and management. The successful candidate will make a positive and sustained contribution to the leadership and management of the school, which results in strengthening the school's provision for all pupils.

KEY RESPONSIBILITIES:

Leadership and Management

- Model and actively promote a culture of excellence, equality and high expectations of all pupils and staff
- Actively support and implement the school's vision
- Support in leading and developing the school, ensuring that it is managed and organised to meet aims and targets in line with the School Development Plan
- Develop and embed strategies that support the school's vision and help to improve all elements of teaching, learning and assessment, thereby improving pupil outcomes
- Promote the educational achievement of every child within the school, Support the Headteacher and assessment lead in evaluating the school's performance to identify the priorities for continuous improvement and raising standards Line manage staff as determined by the Headteacher and to manage their strategic deployment
- To take an active role in the recruitment and selection of staff
- To report to the Local Committee and other stakeholders when directed by the Headteacher
- To deputise for the Headteacher in their absence from school
- Participate in any arrangements for the appraisal of your performance as Assistant Head Teacher and commit to furthering your professional knowledge and skills, through identification of training needs and participating in further training, research, meetings and networks as appropriate
- Support the school ethos and partnerships within the community, including taking assemblies and attending other community events

School Improvement

- Lead the development of colleagues through the provision of high quality CPD, coaching, mentoring and team teaching
- Monitor whole school data and implement actions that result in positive outcomes for pupils
- To secure improvement through performance appraisal; take responsibility for the appraisal of identified staff
- To take a lead role in school improvement implementing, monitoring and evaluating action plans
- To identify and promote examples of effective practice across the school

- To work with colleagues and provide constructive feedback to enhance teaching and learning and ensure practice is fully inclusive
- Establish and implement a whole-school system for pupil and staff wellbeing
- and PEP meetings

In addition, all teaching staff are expected to fulfil all of the Teacher's Standards.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. The Assistant Headteacher will also need to have regard to the duties and responsibilities of Headteachers, which are set out in the same document. The post may require you to teach children in the age ranges 2 to 7 years, and by example, provide an outstanding professional model in all areas of leadership as required by the Head Teacher.

This job description is current at the date shown but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the role.

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.