

## JOB DESCRIPTION

Role Title	Department	Reports to
Assistant Headteacher	Teaching and learning	Headteacher

### PURPOSE

To support the Headteacher in:

- leading the strategic direction of the school and effectively communicating the vision to all members of the school community
- the day-to-day organisation and management of the school

To deputise for the Headteacher in their absence.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

### DIMENSIONS

Direct Reports	Budget Responsibility
Assigned staff, as required	As required

### PRINCIPAL ACCOUNTABILITIES

#### **Strategic and Operational Planning and Development**

Contribute to the strategic development, implementation and evaluation of the school's priorities, policies, practices and procedures.

Communicate the overall values and vision of the school.

Support the Headteacher in the implementation and monitoring of the School Improvement Plan.

Alongside the Headteacher, facilitate the effective use of budgets and resources.

#### **Teaching and Learning**

Contribute to the development and implementation of a broad, structured and coherent curriculum, based on the Watling Way values.

Maintain high expectations for outcomes and promote a shared expectation for all members of the school community to achieve ambitious goals.

Provide exemplary curriculum leadership and support subject leaders in developing their own areas of responsibility.

Act as a role model by demonstrating consistently high standards of teaching and learning with significant impact on outcomes for children in both progress and attainment.

#### **Line Management and Professional Development**

Support the Headteacher in holding all staff accountable for their contribution to school development and their individual performances.

Take part in the school's appraisal and performance management procedures, assuming line management responsibility for identified members of staff, as required.

Take responsibility for the professional development of others, ensuring that staff have access to and engage with high-quality training opportunities.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve own practice.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

### **Governance, Accountability and Working in Partnership**

Support the Headteacher by working closely with the Local School Board of Governors.

Contribute to the effective and efficient operation of the school within the required regulatory and statutory frameworks.

Promote and maintain effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues across the Trust, in other schools and external agencies to share knowledge and expertise and work collaboratively.

### **Wider Professional Responsibilities**

Make a positive contribution to the wider life and ethos of the school.

Regularly take on additional whole-school responsibilities e.g. leading assemblies, playground duty, attendance at whole-school events, timetabling, etc.

### **Personal and Professional Conduct**

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Understand and act within the statutory frameworks, setting out the professional duties and responsibilities of a teacher.

Promote equality and treat everyone with fairness and dignity.

### **Health, Safety and Behaviour**

Recognise that health and safety is a responsibility of every employee.

Comply with and promote health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

Promote good order and discipline among pupils, acting as a role model in managing behaviour effectively to ensure a positive and safe learning environment.

Take responsibility for dealing with behavioural incidents that are escalated in line with the school's Behaviour Policy.

### **Safeguarding and Child Protection**

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow and promote the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

## PERSON SPECIFICATION

E – Essential

D – Desirable

Qualifications/Education	<p>Qualified Teacher Status (E)</p> <p>Degree (E)</p> <p>Other professional leadership qualification e.g. NPQ (D)</p>
Experience	<p>A track record as an outstanding teacher. (E)</p> <p>Recent middle leadership experience in a primary school e.g. Head of Year, Subject Lead, Phase Lead, SENCo. (E)</p> <p>Recent senior leadership experience in a primary school. (D)</p> <p>Involvement in school improvement planning. (D)</p> <p>Line management responsibility. (E)</p>
Knowledge and skills	<p>A thorough understanding of the National Curriculum and assessment requirements and arrangements. (E)</p> <p>An in-depth knowledge of high-quality teaching and learning strategies and the ability to model this for others. (E)</p> <p>Extensive knowledge of how to use school-level, local and national data to evaluate the effectiveness of teaching. (E)</p> <p>Extensive knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice. (E)</p> <p>Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E)</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)</p> <p>Understanding of school finances and budget. (D)</p>
Particular aptitudes Personal skills	<p>An alignment with the values of the Watling Way values. (E)</p> <p>Highly effective communication and interpersonal skills. (E)</p> <p>Ability to work under pressure and prioritise effectively, demonstrating high levels of personal resilience. (E)</p> <p>High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E)</p> <p>A commitment to promoting respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E)</p> <p>A willingness to take on additional responsibilities to meet the needs of the school as it grows. (E)</p> <p>A brave approach to embracing innovative ways of doing things. (E)</p>

### Staff Standards

We, as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge; keep our knowledge and skills up to

date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

### **Personal and Professional Conduct**

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position.
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description.

NAME: .....

SIGNED: .....

DATE: .....