**Post title: Assistant Headteacher**

**Grade:** L7-L13

**Responsible to:** Headteacher

**Responsible for:** Staff in phase

**Purpose of the job:**  The fundamental task of the Assistant Headteacher is to support the Headteacher in ensuring that all staff raise attainment for children at Alderman Jacobs School

**Overall responsibility**

* To lead, manage, develop and maintain high quality teaching, excellent learning outcomes and success for all pupils.
* To model effective teaching, to coach and train colleagues and to teach, as appropriate, across the school.
* To keep all aspects of paperwork including records and policies up-to-date and actioned as appropriate

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| **Selection criteria** – all are essential except those marked \* which are desirable |
| Qualifications and experience  | 1. Qualified teacher status | A |
| 2. Evidence of CPD | A |
| 3. At least 5 years successful teaching experience within the primary age range and across year groups | A/I |
| 4. Evidence of sound knowledge of effective quality first teaching and intervention strategies | A |
| 5. Able to demonstrate vision and strategic leadership of a core subject/key stage or school | A |
| 6. Understanding of the role of AHT as described with the potential and confidence to be successful | A/I  |
| 7. Demonstrable experience in working collaboratively with parents, colleagues, governors and the local community\* | A/I |
| 8. Experience of monitoring and evaluating effective teaching and learning | A/I |
| 9. Proven experience in effective liaison with a range of outside agencies\* | A/I |
| Professional knowledge and understanding  | 1. Knowledge and understanding of the expectations within the National Curriculum  | A/I |
| 2. Proven success at raising standards | A/I |
| 3.Experience of leading a major aspect of the school’s work with a proven positive impact | A/I |
| 4. Confident use of ICT, including classroom technologies and other platforms e.g. MyConcern | A/I |
| 5. Experience of using data for improvement and to monitor progress | A/I |
| 6. Understanding of child protection procedures and safeguarding children  | A/I |
| 7. Experience of monitoring and evaluating curriculum delivery  | A/I |
| 8. Experience of leading staff development/training | A/I |
| 9. Experience of observing lessons and carrying out book scrutiny and giving accurate and constructive feedback to colleagues | A/I |
| 10. Ability to manage a high workload and conflicting priorities | A/I |
| Abilities and skills | 1. Ability to use performance data to inform provision mapping and planning  | I |
| 2. Ability to lead and manage people to work effectively, both individually and in teams | A/I |
| 3. Produce and update EHA forms, EHC plans and other statutory documents\* | A/I |
| 4. Ability to deal sensitively with people  | A/I |
| 5. Show excellent time and management skills and analyse, prioritise and meet deadlines | A/I |
| 6. Ability to communicate effectively, taking into account the views of others, including effective oral and written communication and excellent presentation skills | A/I |
| 7. Ability to organise work effectively, prioritising and managing time, working under pressure to meet deadlines and setting personal goals | A/I |
| 8. Ability to promote the learning ethos of the school, supporting our vision for excellent education which develops happy, confident, successful and caring global citizens | A/I |
| 9. Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best | A/I |
| Personal qualities | 1. A commitment to inclusive education and a willingness to respond to the needs of all learners | A/I |
| 2. Ambition, energy, enthusiasm, determination and drive to develop your role | A/I |
| 3. Reliability, professionalism, kindness and integrity | A/I |

A = Application I = Interview