



JOB DESCRIPTION

| Role Title | Department | Reports to |
|-----------------------|-----------------------|----------------|
| Assistant Headteacher | Teaching and Learning | Head of School |

PURPOSE

To support the Executive Headteacher and Head of School in:

- Developing the school effectively to support the provision of inspirational and visionary leadership and management across the school
- Ensuring the highest possible quality of education, range of educational opportunities and standards of attainment for all pupils
- Helping develop supportive relationships and positive liaison with parents, the local community and neighbouring schools
- Managing and develop teaching and learning
- Carrying out any other reasonable requests, at the discretion of the Executive Headteacher/Head of School, to meet the changing demands of the school.

DIMENSIONS

| Direct Reports | Budget Responsibility |
|----------------|-----------------------|
| As required | As required |

PRINCIPAL ACCOUNTABILITIES

- To provide, by example, a model of excellent practice as a Class Teacher
- To maintain a positive ethos which reflects the philosophy of the school, including an effective learning environment, good relationships, equality of opportunity and a commitment to the highest possible achievement for all
- To inspire the school staff team, ensuring effective staff development and training, with opportunities for each individual's personal and professional growth within the wider staff team
- To ensure the care and well-being of all pupils in an environment in which each pupil is valued
- To lead staff meetings, staff INSET and parents' meetings as appropriate
- To assist the Headteacher as appropriate
- To take responsibility for significant aspects of school life, to be negotiated with successful candidate
- To undertake any reasonable requests that may be made by the Headteacher

PERSON SPECIFICATION

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| <p>Qualifications/Education/ Training</p> | <ul style="list-style-type: none"> • Qualified to degree level (Essential) • Qualified Teacher Status (Essential) • Experience of effective leadership of a team (Essential) • A commitment to own further professional development (Essential) • Further professional qualifications (Desirable) |
| <p>Knowledge/Experience</p> | <ul style="list-style-type: none"> • A track record of excellent classroom practice (Essential) • High-quality teaching skills (Essential) • Knowledge and understanding of the primary curriculum and assessment (Essential) • Understanding of children’s learning (Essential) • Clear understanding of the challenges and opportunities at Drayton Park School (Essential) • Previous responsibility for a whole school/curriculum area (Desirable) |
| <p>Technical/Business Skills/Ability</p> | <ul style="list-style-type: none"> • Ability to maintain a positive school ethos with a focus on high achievement for all (Essential) • Ability to communicate and promote the aims and objectives of the school (Essential) • Ability to be proactive about challenge and change (Essential) • Ability to lead a team and inspire and motivate others (Essential) • Ability to work with and communicate effectively with a wide variety of people inside and outside the school, including parents and local community (Essential) • Ability to empathise with pupils across the age range and to be firm, fair and consistent (Essential) • Commitment to provide the best learning environment for children (Essential) • Commitment to promoting equal opportunities and meeting the special educational needs of all pupils (Essential) • Involvement in school improvement planning (Desirable) |
| <p>Particular Aptitude/Personal Skills Required</p> | <ul style="list-style-type: none"> • Excellent interpersonal skills (Essential) • Ability to be reflective and self-critical (Essential) • Ability to maintain calm under pressure (Essential) • Sense of perspective and ability to rise to challenges (Essential) • Resilience (Essential) • Sense of humour, enthusiasm and flexibility (Essential) |

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.

PRINT: SIGNED: