

Job Description: Assistant Headteacher

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| **School:** | Manor Community Primary School Primary School |
| **Grade:** | L2-L5 |
| **Responsible to:** | Headteachers |

# Purpose of the Job:

The Assistant Headteacher, under the direction of the Headteachers, will take a major role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* Ensuring that our high expectations of both staff and pupils can be realised.

The Assistant Headteacher will also have a timetabled teaching commitment of 80%, complying with the Teachers’ Standards and modelling best practice for others.

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| **Leadership and Management Strategic Direction and Development of the school** |
| To support the Headteachers by contributing to:* shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement and well-being.
* setting aims and objectives for the school and formulate the School Improvement Plan along with the governors and other senior staff.
* developing and monitoring policy and practice
* participating in school self-review and evaluation and in the effective planning and management of resources to secure improvements.
* establishing and sustaining the school’s ethos and strategic direction together with the Trust and Local governing board and through consultation with the school community
* establishing and overseeing systems, processes and policies so that the school can operate effectively
* ensuring staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* managing staff well, with due attention to workload
* identifying problems and barriers to school effectiveness, and developing strategies for school improvement that are realistic, timely and suited to the school’s context
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| **Teaching and Learning** |
| * Be an ‘outstanding’ role model and act as a leading classroom practitioner, inspiring and motivating other staff.
* Work with the Senior Leadership Team to sustain high expectations and outstanding practice in teaching and learning throughout the school.
* Monitor and evaluate the quality of teaching and standards of pupils’ achievement and use benchmarks and set targets for school improvement.
* Ensure all pupils and their well-being are cared for.
* Establish and sustain high-quality teaching across all subjects and phases, and provide support where necessary.
* Ensure teaching is underpinned by subject expertise.
* Effectively use formative assessment to inform strategy and decisions
* Support others to ensure the teaching of a broad, structured and coherent curriculum
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| **Duties and responsibilities, including school culture and behaviour**  |
| Under the direction of the Headteachers, the Assistant Headteacher will:* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy and supporting other staff in managing red behaviour incidents and parents meetings as required.
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| **Leading and Managing staff** |
| * Work with the Headteachers to lead, motivate, support, challenge and develop all staff to secure continual improvement, including his/her own continual professional development
* To be an exemplar of all school policies and practices
* To support the Headteachers in conducting the Performance Management of staff
* Work with the Headteachers to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management.
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| **Additional and special educational needs (SEN) and disabilities** |
| Under the direction of the Headteachers, the Assistant Headteacher will support the SENCO to:* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Make sure that the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).
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| **Deploying staff and resources** |
| * In collaboration with the Headteachers, deploy people and resources efficiently and effectively i.e. timetables, deployment of staff.
* To participate in recruitment and selection, as agreed by the Headteacher.
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| **Accountability** |
| * Supporting the Headteachers and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.
* Promote and protect the health and safety welfare of pupils and staff.
* Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
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| **Specific Responsibilities** |
| * Play a major role in the day-to-day running of the school including relevant duties, taking part in daily and weekly meetings including leading them and being available to support staff and meet parents as required.
* Contribute to a positive ethos for learning and well-being
* Take responsibility for leading on specific sections of the school improvement plan, ensuring effective implementation and evaluating the impact
* Lead a core curriculum subject.
* Work with other leaders to ensure school assessment systems including PIXL are used effectively to drive progress.
* Promote the values and achievements of the school to the community.
* Support the Headteacher, Deputy Head and Governors in monitoring.
* To lead whole school assemblies when required.
* Undertake such reasonable activities that the Headteachers and governors may from time to time require.
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| **General** |
| * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* To safeguard and promote the welfare of children and young people and expect all staff and volunteers to share in this commitment.
* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
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This job description may be amended at any time in consultation with the postholder.

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Person Specification: Assistant Headteacher

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

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|  | **Essential** | **Desirable** |
| **Educational Qualifications and Training** | * Degree or equivalent
* Qualified Teacher Status
 | * Evidence of further study e.g. NPQ qualifications or equivalent
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| **Experience** | * Varied experience and understanding of teaching and learning across primary years
* Previous recent experience as a senior leader in an infant, junior or primary school
* Experience of data analysis
* Responsibility for developing, monitoring and evaluating an aspect of school provision
* Experience of leading and managing people and holding staff to account
* Experience of contributing to self-evaluation and school improvement
* Experience of successfully leading a core curriculum subject.
* Experience of leading training and other staff development activities
 | * Experience of teaching in more than one key stage
* Experience of working in at least two schools
* Experience of coaching and mentoring
* Experience of working with governors, parents and the wider community
* Experience of managing change in schools
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| **Knowledge and understanding** | * Extensive understanding and expertise in assessment, tracking, recording and reporting
* A proven track record as an outstanding teacher
* Knowledge and experience of how the effective use of data and target setting can raise standards
* Clear knowledge of the curriculum and assessment from EYFS to KS2
* In-depth knowledge of curriculum development and effective pedagogy
* A developing understanding of strategies for school improvement
* Up-to-date knowledge and understanding of current educational issues
 | * Experience of subject leadership
* Knowledge of analyse school performance/ school performance documentation
* Thorough knowledge of the curriculum for EYFS to Key Stage 2
* Evidence of keeping up to date with current educational initiatives through personal research
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| **Skills** | * Ability to positively influence others
* Ability to motivate, lead and manage people to work both individually and in teams
* Ability to implement change and plan strategically
* Outstanding communication skills, with a range of audiences both orally and in writing
* Understanding analysis and interpretation of school performance data
* Excellent ICT skills
* Ability to prioritise, work under pressure and meet deadlines
* Effective administrative and organisational skills
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| **Personal Attributes** | * Child-focused: value all children and be committed to the development of the whole child
* Good judgement
* Optimism, energy and enthusiasm
* Integrity and loyalty
* A good sense of humour
* Committed to creative, cross-curricular, mixed-ability teaching
* Relates well to pupils, staff and parents /carers about their individual needs
* Able to adapt to changing circumstances and new ideas in a positive and creative manner
* Able to take and communicate difficult decisions and deal with sensitive issues in a professional manner
* Takes responsibility and leads by example
* Flexible and willing to undertake any job in school in an emergency
* Has high standards of self and others
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