



Job Title: Assistant Headteacher

Salary: L2 – L4

Contract type: Full-time, Permanent

Responsible To: Headteacher / Governing Body / CEO / Kaleidoscope Trust Board

Responsible For: All staff and pupils at Crockerne C of E Primary School

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, 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
- Contribute to the wider success of the school through membership of the Senior Leadership Team
- Play a role in school improvement across Kaleidoscope Multi-Academy Trust
- Monitoring progress towards the achievement of the school's aims and objectives
- Represent the school and act as an advocate for its mission and values, forming and developing effective partnerships within and beyond the Trust;
- Promote and model the school's mission, vision and values, and successfully implement the Kaleidoscope and school policies;
- Contribute to the creation and maintenance of a culture of continuous improvement and success, and a high standard of education for all
- Work with the Headteacher and CEO of the Trust, providing high quality professional leadership
- Implement the vision of Crockerne Primary School and provide effective leadership, inspiring and motivating those engaged in the activities of teaching and learning;
- Motivate and empower others to carry the school's and Trust's vision forward
- If the Headteacher is for absent for short periods, the Assistant Headteacher will cover as directed by the CEO (If this is a longer-term absence then cover for the Headteacher will be reviewed with the Assistant Headteacher)
- The Assistant Headteacher will also be expected to fulfill the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Additional roles and responsibilities may be added over time as determined by the Headteacher/CEO and needs of the school.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school/Kaleidoscope leadership and maintain high standards of ethics, integrity, behaviour and professional conduct
- Build positive and respectful relationships across the school and Kaleidoscope Multi-Academy Trust community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Support staff and pupil wellbeing through the implementation of MAT policies and best practice.
- 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
- Ensure that all staff carry out their professional duties in accordance with their job description and national guidance and regulations;
- Model the values and vision of the school and Kaleidoscope Multi-Academy Trust

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use the school's and Trust's assessment procedures to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

Under the direction of the Headteacher, the Assistant Headteacher will:

- 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 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](#).

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care

- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant headteacher will:

- Understand and welcome the role of effective governance (at school and Trust level), including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools within and outside of Kaleidoscope and other organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Safeguarding

- Under the direction of the Headteacher, the Assistant Headteacher will:
- Ensure that all safeguarding policies/practices fully meet the latest national guidelines and are published as required;
- Ensure all staff are fully trained and aware of their particular responsibilities;
- Cooperate and work with relevant agencies to protect children.

Kaleidoscope Multi-Academy Trust are committed to ensuring outstanding safeguarding procedures and to promote the welfare of our pupils. The post holder is subject to the provisions of all child protection legislation, recruitment checks, DfE requirements, school level policies and Kaleidoscope's central policies governing staff who work with children.

Central to the planning and systems of Kaleidoscope Multi-Academy Trust are our 5 **C**'s:

1. Our schools are **C**hild-centric (focusing on the whole child)
2. **C**reative and innovative
3. **C**ommunity focused
4. **C**ollaborative but distinctive

- 5. We have a **Culture** of high expectations and excellence, striving for and sharing best practice.

Please Note: This job description may be amended at any time following consultation between the Headteacher, CEO and Governing Body and will be reviewed annually.

Job Description Acknowledgement

I have reviewed this job description and understand the duties and responsibilities involved. I am able to perform the essential functions as outlined and other tasks which may be involved. I have discussed any questions that I may have had about this role prior to signing this form.

Employee Signature:
.....

Date:

Signed (& Initialed) on behalf of school: Date:
.....

Please issue school stamp below if applicable.



Person specification: Assistant Headteacher

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Further studies in leadership
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school at Senior Leadership Team level • Successful Teaching experience with the EYFS/Primary age range – a highly skilled and successful practitioner • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Experience of monitoring, evaluating and improving the quality of teaching and learning • Experience of school improvement planning • Experience in monitoring and evaluation procedures leading to clear impact • Experience of leading curriculum design and innovation
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Some understanding of school finances and financial management • Highly effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Understand the principles of effective teaching and learning
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils, raising standards and promoting the ethos and values of the school • High expectations of self and others • Ability to inspire and motivate all stakeholders • Ability to work and remain positive when under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Good communication skills • Supportive of our Christian Ethos