

## Bassingbourn Community Primary School

### Assistant Headteacher Job Description

<b>Role/Responsibility:</b>	Assistant Headteacher
<b>Salary:</b>	L5-L9
<b>Reporting to:</b>	Headteacher
<b>Responsible for:</b>	Teaching and Learning, Curriculum and Assessment (Areas of leadership to be discussed with Headteacher based on the school priorities annually)
<b>Line Managing:</b>	As per the Support and Communication Structure

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

#### **Main Purpose:**

- To work in partnership with the Headteacher and Senior Leadership Team in shaping the vision and direction for the school, setting high expectations with a clear focus on pupil's achievement and assessment.
- To lead strategic and improvement planning for agreed school areas, to include Quality of Education and outcomes. As the Teaching and Learning lead, produce reports and analyse data and work collaboratively.
- To support and challenge other members of the Senior Leadership Team and the extended staff team.
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

The assistant headteacher will also have a timetabled teaching commitment of up to 40%, complying with the teachers' standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the headteacher.

#### **Qualities:**

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour, and professional conduct always acting with professional integrity.
- Demonstrate exceptional leadership, leading with a moral compass.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils and families.
- Have excellent interpersonal, communication and organisational skills.
- Have rigorous expectations of the conduct of all.
- Notwithstanding issues of confidentiality and tact, act with honesty and transparency regarding your work. Be highly visible, approachable, collaborative and supportive.
- Be passionate about learning, teaching, assessment, and curriculum development.
- Always remain positive and lead staff by example.
- Have high standards of your own and the work of others to secure rapid improvement, ensuring accuracy and attention to detail.
- Seek training and continuing professional development to meet needs and support others.

## Key responsibilities:

### Strategic direction and development of the school in co-operation with, and under the direction of, the Headteacher and the School to:

- Support the vision, ethos and policies of the school, and promote high levels of achievement.
- Support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide staff with support and guidance in implementing effective planning.
- Support rigorous evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Self Evaluation (SEF) Form, contributing appropriately.
- Further support self-evaluation cycle by developing and organising varied, stimulating and relevant staff meetings and training days throughout the year, building upon a strong team ethic with staff.
- Actively contribute to the development of all aspects of school life to ensure innovation, forward thinking and creativity remain at the heart of the school's purpose, ensuring opportunities are taken.
- Ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and progress and their part in the process of improvement.
- Enable the views of both parents/carers and children to be heard and considered.

### Teaching and learning:

- Develop a classroom environment and teaching practice which secures highly effective learning across the breadth of the National Curriculum. Provides a professional model, clearly demonstrating effective teaching, classroom organisation and displays, and high standards of achievement, behaviour and discipline.
- Be able to provide model demonstration lessons to other staff that exemplify high standards of teaching and learning, using coaching and mentoring strategies.
- Be able to form positive relationships with children while maintaining excellent behaviour and classroom management.
- Take responsibility for whole school assessment, the development and monitoring of teaching and learning and curriculum area(s) and whole school aspect(s), as agreed.
- Support the Headteacher in monitoring the quality of teaching and learning by undertaking lesson observations, monitoring plans and pupils work and providing feedback, targets, advice and support.
- Support the Headteacher in monitoring children's achievement and attainment, including the analysis of performance data and create action plans for improvement.
- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance the education provision across the school.

### Leading and Managing Staff:

- Be an excellent role model to staff, pupils and parents/carers in all aspects of professional life.
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation modelling our school values.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Ensure that a high standard of physical and emotional care for all children is maintained and where necessary, to act as liaison with all external support agencies and act as a DSL if required.
- Ensure that a high standard of education is maintained at all times for all children and that appropriate educational intervention programmes are implemented and kept under review.
- Support the Headteacher in the implementation of the school's performance management policy.

- Through the School's CPD plan, arrange programmes of training for staff as necessary and provide particular support and induction to newly qualified teachers, supply teachers and teachers new to the school.
- Support the performance management process as required and use the process to develop personal and professional effectiveness. Hold staff to account and be able to conduct difficult conversations.
- When necessary and as appropriate, assist with teacher training when practices are held at the school.
- Ensure, alongside the Headteacher, that teaching and non-teaching staff work within the requirements of the Health and Safety at Work Act.
- Ensure effective deployment of all staff to maximise benefits for all children both in and out of the classroom environment.
- Provide opportunities to all staff for guidance and support and foster good relationships within the school. Use coaching and mentoring strategies to enable staff improvement.
- Provide, when necessary, advice and support to parents about their child's development and needs.
- Actively develop and maintain positive relationships with parents, the local community, governors, and wider school network.
- Lead, monitor and report on achievement to assist teachers and inform governors of the target setting process.
- As necessary, support prepare and complete the appropriate application of awards and funding that both recognise the school's achievements and help sustain further development.

#### **Effective Deployment of Staff and Resources to:**

- Support the Headteacher in the appointment, deployment, and development of staff to make the most effective use of their skills, expertise, and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Deputise for the Headteacher in all aspects of the management, control, and discipline of the school.
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met and that assessment informs next steps and aids improvement.
- Work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Allocate duties, timetables, and tasks to staff, both teaching and non-teaching, as needed.

#### **Curriculum to:**

- In partnership with the Headteacher, act as overall Teaching and Learning lead.
- In close liaison with subject leaders, update, refine and develop as appropriate, the school's curriculum planning systems and promote improving standards for all pupils.
- Alongside the Headteacher, ensure any Ofsted recommendations are fully implemented.
- Monitor curriculum development plans for priorities, costings, and links with the school improvement plan.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct. The AHT may act as Deputy Designated Safeguarding Lead and undertake duties as described in the DSL Job Description.

The Assistant Headteacher will work collaboratively with the Headteacher to ensure the school meets its Health & Safety statutory requirements and the daily operation is safe for all pupils and adults.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

This job description may be amended at any time in consultation with the postholder. To achieve any performance criteria or targets arising from the School's Performance Management arrangements, this

job description will be reviewed annually.