



**PARKSIDE COMMUNITY
PRIMARY SCHOOL**

Assistant Headteacher

(1 year Fixed Term Contract)

Role Description and Specification

Non-class based role

Job Description

1.1 Role: Assistant Headteacher

Accountable to: The Head teacher

Accountable for: All teaching and non-teaching staff in the school including the nursery

Job Purpose: To assist the head teacher in delivering a bold and inspirational leadership for the school, and nursery. Strive to create and uphold an environment for teaching and learning that empowers teachers and pupils to achieve their fullest potential and ensure the values of the school are upheld in accordance with the policies of the governing body and the school's values.

1.2 Main Tasks:

Strategic direction and development

Coaching & mentoring; provide inspiration and motivation for the pupils, staff, governors and parents; be the example and innovator to deliver Parkside Community Primary school values. Inspire and promote the whole school community alongside the head teacher.

Work in partnership with the head teacher, staff, parents/carers, the governing body, LEA and local community to:

Create a culture and ethos of learning that promotes educational values and secures effective teaching with sustained improvement.

Strive to deliver Parkside's improvement plan for outstanding teaching and teacher development.

Maintain the cycle of continuous evaluation and school improvement planning; providing data and analysis alongside the head teacher.

Deputise in the head teacher's absence.

Lead & manage staff in a motivational and supportive capacity and be able to recognise improvements when needed. Oversee resources, requirements and best use, develop new approaches and research possible new additions to Parkside Community Primary school facilities to create new opportunities for learning.

To ensure Parkside Community Primary school is an environment of Equal Opportunities and Inclusion for all staff and pupils.

1.3 Teaching and Learning

Create and maintain an environment and code of behaviour that promotes and secures Parkside Community Primary school's values to deliver outstanding teaching, effective learning and high standards of achievement that enables teachers to meet the standards set out in the professional development framework.

Determine, organise, implement and monitor the curriculum and its assessment to ensure that they meet with statutory requirements and are relevant to the needs of all pupils. Maintain the principle for assessment for learning and effective use of pupil's data, in order to set challenging yet realistic targets for pupils to move on.

Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils at the school in conjunction with the head teacher. Sustain effective systems for the management of staff performance, incorporating performance management. Lead the continuing professional development of staff through example, looking to develop the leadership capacity within the school. Ensure that professional duties are fulfilled as specified in the Terms and Conditions of Service of Teachers.

Develop and uphold effective links with the community, confederation, local business' and other partners to extend the curriculum and enhance teaching and learning.

1.5 Efficient and effective

Participate in the recruitment and selection of the highest quality teaching and support staff who are able and willing to contribute to the values of the school. Work with senior colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education and raise standards for all pupils. **Contribute** to the formation of policies and procedures of the Governing body concerning the school's resource and asset management.

Set appropriate priorities for expenditure, allocation of funds and effective administration and control.

Alongside the head teacher ensure the security and effective supervision of the school building, contents and grounds are upheld. Ensure effective working relationships with external agencies and services contracted to the school.

1.6 Accountability

Maintain the organisation in which all the members of the school recognise that they are accountable for the success of the school.

Provide information, objective advice and support to the head teacher and governing body to enable them to meet the responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.

Ensure that parents/carers and pupils are well informed about their curriculum, attainment and progress and about the contribution they can make in supporting their children's learning and achieving the school's targets for improvement.

Carry out any such duties as may be reasonably required by the head teacher and/or the governing body.

The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to head teachers.

ASSISTANT HEADTEACHER: Person Specification:
(Required from Summer Term 2026 - or sooner if possible)

Parkside Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We operate stringent recruitment and selection procedures and other HR processes that help deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

This specification is intended to assist both candidates and governors in the appointment process. It highlights the particular qualities and expectations for subject leaders in this core subject. Applicants should be able to demonstrate a good knowledge of the following areas relevant to the school and of their implications to our school.

| Professional Knowledge, Qualifications and Abilities: | Essential | Desirable | Source A = Application I=Interview R= Reference |
|---|-----------|-----------|--|
| Qualifications: | | | |
| Qualified Teacher Status | √ | | AI |
| Recognised Degree or Equivalent | √ | | AI |
| Evidence of appropriate continued personal and professional development | √ | | AI |
| Hold NPQH or working towards NPQH | | √ | AI |
| Experience: <i>The successful candidate will have:-</i> | | | |
| Successful leadership and management of a whole-school project to raise standards of achievement. | √ | | AIR |
| Proven track record in maximising levels of student achievement within a a year group. | √ | | AIR |
| Successful experience of using performance data to set challenging targets for student achievement within a year group or across the school as a whole. | √ | | AIR |
| Involvement in the development of successful whole-school strategies to improve the quality of assessment and reporting. | √ | | AIR |
| Leadership and Management skills: <i>The successful candidate will have proven ability employing a range of leadership styles in:-</i> | | | |
| A thorough understanding of current national educational priorities and initiatives, including Ofsted's priorities. | | √ | AIR |
| Establishing and developing successful policies and procedures. | √ | | AIR |
| Directing and co-ordinating the work of others, devolving responsibilities and delegating tasks. | √ | | AIR |
| Motivating and inspiring students and staff. | √ | | AIR |
| Evidence of excellent impact on pupil progress at individual, faculty and whole school level. | √ | | AIR |

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| Experience and involvement in: | | | |
| Staff selection, deployment and development | √ | | AIR |
| Data analysis and target setting | √ | | AIR |
| NC assessment, recording and reporting | √ | | AIR |
| Experience of financial management. | | √ | |
| Self-Management: <i>The successful candidate will be able to:-</i> | Essential | Desirable | Source A = Application I=Interview R= Reference |
| Work under pressure: meet deadlines | √ | | AIR |
| Prioritise and manage their own time effectively | √ | | AIR |
| Knowledge and skills: | | | |
| Ability to establish successful relationships at all levels | √ | | AIR |
| High quality communication skills | √ | | AIR |
| Ability to evaluate the standards of teaching and learning. | √ | | AIR |
| Personal Attributes and Professional Qualities: | | | |
| An absolute commitment to safeguarding Children. | √ | | |
| Personal impact and presence | √ | | AIR |
| Adaptability to changing circumstances and new ideas | √ | | AIR |
| High levels of motivation and commitment | √ | | AIR |
| Ability to think analytically and flexibly | √ | | IR |
| Reliability and integrity | √ | | R |
| Commitment: <i>The successful candidate will have a commitment:-</i> | | | |
| To raise standards and attainment | √ | | AIR |
| To the inclusion agenda in terms of the education, happiness, well-being, self-esteem and progress of all children. | √ | | AIR |
| To equal opportunities | √ | | AIR |
| To maintaining the partnership role of parents | √ | | AI |
| The continued development of the school as part of the community | √ | | AIR |
| Participating fully in the life of the school | √ | | AIR |

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| Strengthening the Community | | | |
| Support and seek to develop the distinctive ethos of the school. | | √ | I R |
| Collaborate and network with other schools. | √ | | A I |
| Recognise and take account of the richness and diversity of the school's communities. | √ | | I |
| Build and maintain effective relationships with parents, carers, partners and the community, which enhance the education of all pupils. | √ | | A I R |
| Other Requirements | Essential | Desirable | Source A-Application I- Interview R- Reference |
| Application forms should be completed in full. | √ | | |
| Personal Statement should be clear and concise. | √ | | |
| Personal Statement should address the criteria identified in the person specification. | √ | | |
| Professional appearance and demeanour. Excellent role model. | √ | | |

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| Confidential References and Reports | | | |
| Written reference(s) only will be considered. | √ | | |
| References will confirm professional and personal knowledge, skills and abilities as referred to above. | √ | | |
| Positive recommendation from current employer. | √ | | |