

Assistant Headteacher - Job Description

Job Title: Assistant Headteacher

Accountable to: Headteacher

Pay Range: L2-L6

Main Purpose

The Assistant Headteacher will:

- Support teachers and support staff in developing their practice and enhancing learning across the school
- Be an active member of the senior leadership team and attend meetings as needed, including evening events
- Assist the Headteacher in leading and managing the school on a day-to-day basis
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Curriculum, School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement.
- In addition, as a member of the teaching staff, the Assistant Headteacher may be required to carry out the professional responsibilities of a teacher, including planning, delivering and assessing high-quality learning aligned with the National Curriculum and safeguarding expectations.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the 'Keeping Children Safe in Education'
- To make a leading contribution to the school's monitoring, review and evaluation processes, including but not limited to; pupil achievement, teaching/learning, behaviour, attendance

Main Tasks

The development of teaching and learning across the school in KS2, supporting all teachers and support staff and providing training that will enhance the provision within our school.

To plan and deliver high-quality teaching that meets the needs of all learners, including setting clear objectives, structuring lessons effectively and differentiating tasks appropriately.

To use assessment data to inform planning and ensure progress for all pupils

Demonstrate excellent class teaching and be able to model high expectations consistently.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- To contribute to planning improvement which will translate school aims and policies into actions
- The efficient organisation, management and supervision of school routines

To contribute to:

- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning
- To report to the Governing body at termly meetings
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- Ensure statutory teacher responsibilities are discharged, including marking, monitoring and providing feedback on pupils' work, tracking pupil progress and meeting reporting requirements for parents and leaders.

Pupil Care

To Contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The development of a culture of independent learning – encouraging, enabling, empowering all
- Ensure the safety, welfare and safeguarding of pupils at all times, following school procedures consistently
- Promote positive behaviour and maintain high standards of discipline in line with whole-school expectations.

The management of staff

- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- The provision of professional advice and support and the identification of training needs.
- To model high-quality teaching practice and support staff through coaching, mentoring, joint planning and team teaching where appropriate

Relationships

- To be responsible for fostering positive relationships across the school community.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.
- Communicate regularly with parents regarding pupils' learning, behaviour and wellbeing, following school protocols for meetings and written reporting.

Whole-School Commitment

- Support whole-school initiatives, assemblies, events, extra-curricular activities and wider community engagement.
- Contribute to the daily running of the school and uphold the school and trust ethos at all times.

Person Specification

Essential:

- Qualified Teacher Status (QTS)
- Substantial and successful teaching experience across the primary phase
- Proven leadership experience with impact on school improvement
- Strong understanding of curriculum development and assessment
- Ability to analyse data and use it to inform planning and intervention
- Excellent interpersonal and communication skills
- Commitment to safeguarding and promoting the welfare of children
- Ability to inspire, challenge and motivate others
- Experience of leading and managing teams effectively

Desirable:

- NPQH or other leadership qualifications
- Experience in more than one school setting
- Experience of working within a Multi-Academy Trust
- Understanding of budget management and resource planning