

## Job description

### 1.0 JOB TITLE Assistant Headteacher

### 2.0 JOB PURPOSE

The Assistant Headteacher will be responsible for working with and supporting the Headteacher following key school leadership and management areas.

#### 2.1 Strategic Direction and Development of the School

- 2.1.1 Working with the Headteacher to contribute to a strategic view for the school in its community, analyse and plan for its future needs and further development within all contexts.
- 2.1.2 Demonstrating high standards of personal integrity, loyalty, discretion, and professionalism.
- 2.1.3 Publicly supporting all decisions of the Headteacher, SLT and Excelsior MAT.
- 2.1.4 Acting as an exemplary role model who embraces the trust/school values, ethos and aims.
- 2.1.5 Lead on the development, implementation, and evaluation of the school's Behaviour and Relationships Policy in line with statutory guidance and the school and trust's vision and values.
- 2.1.6 Drive the schools OPAL provision to support behaviour at unstructured times.
- 2.1.7 Analyse behaviour and attendance data to identify trends, vulnerable groups, and priorities for intervention.
- 2.1.8 Providing an example of 'excellence' as a leading classroom practitioner, inspiring and motivating other staff.
- 2.1.9 Working with the Headteacher, Deputy Head Teacher and the Senior Leadership Team to sustain high expectations and excellent practice throughout the school.
- 2.1.10 Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement to improve the outcomes for all pupils.
- 2.1.11 Act as a Designated Safeguarding Lead or Deputy DSL as required.
- 2.1.12 Ensure behaviour and attendance concerns are linked effectively to safeguarding, wellbeing, and inclusion systems.
- 2.1.13 Promote pupils' emotional wellbeing and positive mental health.
- 2.1.14 Support school's application for TIAAS award.

#### 2.2 Key Responsibilities: Behaviour

- 2.2.1 Support staff with behaviour strategies, classroom management, de-escalation techniques, and restorative approaches.

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- 2.2.2 Oversee the use of internal sanctions and support systems to ensure they are purposeful, consistent, and child-centred.
  - 2.2.3 Liaise with external agencies including Behaviour Support Services and Educational Psychology.
  - 2.2.4 Working collaboratively with the SENDCo to achieve the TIAAS Award.

### **2.3 Leading and Managing Staff**

- 2.3.1 Working with the Headteacher and Deputy Head Teacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- 2.3.2 To support the Headteacher with Professional Growth of all staff including ECT assessments and induction where necessary.
- 2.3.3 Provide professional guidance, coaching, and support to staff.
- 2.3.4 Line manage pastoral staff, learning mentors, or Play Leaders where applicable.
- 2.3.5 Lead staff training related to behaviour, relationships, attendance, and OPAL.

### **2.4 Efficient and Effective Deployment of Staff and Resources**

- 2.4.1 In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. deployment of HLTAs, Teaching Assistants, and timetables.

### **2.5 Accountability**

Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

### **2.6 Specific Duties**

- Lead on the development, implementation, and evaluation of the school's Behaviour Policy in line with statutory guidance and the school and Trust's vision and values.
- Analyse behaviour data to identify trends, vulnerable groups, and priorities for intervention.
- Teaching a class (60%) with weekly ring-fenced leadership time.
- Promote the values and achievements of the school to the community.
- Assist with the appointment and induction of new staff and provide monitoring and support for ECT's and students as necessary.
- Assist in the preparation, implementation and monitoring of the School Development 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.

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.

## Person Specification

### Assistant Headteacher

<b>Criteria:</b>	<b>E = Essential</b> <b>D = Desirable</b>
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Criteria	Qualifications
<b>E</b>	Qualified teacher status.
<b>E</b>	Degree.
<b>E</b>	Professional development in preparation for a leadership role.
Criteria	Experience
<b>E</b>	Successful leadership and management experience in a school with proven successful impact.
<b>E</b>	Experience of data analysis skills and the ability to use data to identify behavioural trends and identify areas for development.
<b>E</b>	Experience of using electronic reporting platforms, eg CPOMS and Arbor
<b>E</b>	Experience of trauma informed behaviour approaches.
<b>D</b>	Experience with / knowledge of OPAL.
<b>E</b>	Evidence of excellent classroom practice in a primary school.
<b>D</b>	Teaching experience across all key stages.
<b>D</b>	Involvement in school self-evaluation and development planning.
<b>E</b>	Line management experience.
<b>E</b>	Experience of contributing to staff development and leading regular CPD.
<b>E</b>	Experience of community engagement and working effectively with parents.
<b>E</b>	Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy.
<b>E</b>	Able to demonstrate a high level of IT literacy.
<b>E</b>	Able to manage employment relations.
<b>E</b>	Able to communicate a vision and inspire others.

Criteria	Personal Qualities
<b>E</b>	Well organised.
<b>E</b>	Calm and positive.
<b>E</b>	Dynamic with strong leadership qualities.
<b>E</b>	Dependable and reliable, with a good record of attendance.
<b>E</b>	Flexible approach and an ability to respond to changes in circumstances effectively.
<b>E</b>	A commitment to work together with all stakeholders including the wider community.
<b>E</b>	Satisfactory enhanced DBS/CRB check and references.
<b>E</b>	A commitment to maintaining confidentiality at all times.
<b>E</b>	A commitment to safeguarding and equality.

Turves Green Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

**Job description issued:**

**Headteacher** .....

**Postholder** .....

**Date:** .....