



Sudbury Primary School
Acting Assistant Headteacher & Phase Leader
Job Description

This is a Senior Leader post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. The post holder is accountable to the Headteacher and Deputy Headteacher. As an Assistant Headteacher you will be required to meet the general requirements of this post as specified in the school's Pay and Conditions document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher and Deputy Headteacher.

Reports to: Headteacher & Deputy Headteacher

1.	Within the school, the overall responsibilities of the Acting Assistant Headteacher & Phase Leader are:
1.1	The Assistant Headteacher & Phase Leader will assist with the professional and strategic leadership of the school. They will line manage a team and be accountable for ensuring there is: i) a high quality curriculum across the phase/s ii) consistently good or outstanding teaching and learning across the phase/s iii) high standards of achievement for all pupils within a phase/s.
2.	Strategic direction and development of the school
2.1	To assist the Headteacher and Deputy Headteacher in: i) achieving the school's aims and vision ii) initiating and formulating policy, evaluating the impact of policies priorities and targets iii) the day to day running of the school iv) to ensure the highest standards of achievement and behaviour v) to ensure that a high quality of the learning and teaching within their team is high, providing opportunities for team teaching and coaching.
2.2	To assist in raising the quality of teaching and learning across the school to ensure that it is consistently good or better in partnership with the Senior Leadership Team (SLT) through coaching, mentoring and modelling.
2.3	To track and report on attainment and progress for your phase/s team in line with school policy each half term, formulating next steps for the provision, in order to maximise the resources to achieve the best impact for children's outcomes.
2.4	To plan for the provision and management of finances to support Pupil Premium/Disadvantaged children and to track the outcomes.
2.5	To assist the Headteacher and Deputy Headteacher in implementing the school's Appraisal Policy.
2.6	To demonstrate excellent interpersonal and communication skills, both written and verbal with pupils, staff, governors, parents and the wider community.
2.7	To lead on a major area of school improvement work.
2.8	Develop action plans in specified areas of responsibility to bring about improvement.

3.	Leading teaching and learning
3.1	Support internal and external training programmes.
3.2	To provide support, guidance and advice to staff.
3.3	In partnership with the Headteacher and Deputy Headteacher – monitor and evaluate the quality of learning and teaching through carrying out classroom observations, monitoring of planning and children’s work and supporting staff in setting realistic targets for pupil’s achievement.
3.4	Assessment and Evaluation: Lead on all aspects of assessment, including marking, moderation, levelling and all assessments.
3.5	To work on development of the school’s assessment procedures – monitoring attainment and pupil progress.
3.6	To assist with the development of the school’s work in moderating assessment judgements.
3.7	To work with the Headteacher and Deputy Headteacher in conducting Pupil Progress Meetings with individual teachers, each half term, to monitor and accelerate pupil progress.
3.8	To meet with the Headteacher and Deputy Headteacher to set annual targets for pupils.
3.9	Use a range of data sources to set realistic yet challenging targets for pupils; analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes (link with SENDCo) and identify priorities for the School Development Plan.
4.	Leading and managing staff
4.1	Personal Performance and Development: To undertake further study in leadership and management as appropriate.
4.2	To be an innovator and develop a flexible approach to all aspects of the work as Assistant Headteacher & Phase Leader.
4.3	To think creatively, problem solve, use initiative and seek responsibility.
4.4	To be able to prioritise and manage their own time effectively.
4.5	To lead Professional Development Meetings and other INSET provision.
4.6	To support colleagues in preparing and delivering INSET when appropriate.
5.	Accountability
5.1	To assist the Headteacher and Deputy Headteacher in providing information, advice and support to the Governing Body to enable it to meet its responsibilities.
5.2	To assist the Headteacher and Deputy Headteacher in developing a whole school organisation in which all staff recognise that they are responsible for the success of the school.
5.3	To assist the Headteacher and Deputy Headteacher in presenting a coherent and accurate account of the school’s performance to a range of audiences, including Governors and Ofsted.
5.4	To behave in a professional manner at all times following the Staff Code of Conduct and doing nothing to bring the school into disrepute.
5.5	Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners.
6.	Relations with Parents/Carers and the wider community
6.1	Cooperate and work with relevant agencies to safeguard children and attend relevant training.
6.2	Parents and Community: Support the development of the school within the community; strengthening partnerships and enhancing community cohesion.
6.3	To support the Headteacher and Deputy Headteacher in ensuring that parents are well-informed about the curriculum, attainment and progress, and the

	contribution that they make to promote their child's learning and achieving the school's targets for improvement.
6.4	To promote liaison links with parents/carers so as to develop positive relationships and communication.
6.5	Contribute to practices which promote equality of opportunity and tackle prejudice.

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

This job description may be amended at any time in consultation with the postholder.