

JOB DESCRIPTION

POST: Assistant Headteacher Teaching & Learning
LOCATION: Willow Primary Academy
LEADERSHIP SCALE: L3 – L5: Leadership scale points 3-5 (£54,394 - £57,137)
CONTRACT TYPE: Full time (timetabled teaching commitment of 2 days)

JOB PURPOSE

To carry out the duties of a Schoolteacher as set out in paragraphs 37 to 40 (inclusive) of the Schoolteachers' Pay and Conditions Document, 2018. In addition, to carry out the professional duties of an Assistant Headteacher as described below.

MAIN DUTIES AND RESPONSIBILITIES

Senior Leader

- Contribute to the strategic leadership, vision and day-to-day management of the school as a member of the Senior Leadership Team.
- Contribute to SLT meetings, and extended leadership team meetings and to attend departmental/other meetings as required
- Lead whole-school projects and initiatives and represent the school at external meetings where required.
- Formulate, implement and monitor school policies and initiatives in line with statutory requirements and Trust expectations.
- Convey to SLT difficulties/problems encountered (together with constructive solutions wherever possible) as well as successes and achievements in school
- Ensure staff uphold and adhere to the school ethos and all SAND and school policies
- Be responsible for the formulation, implementation and evaluation of sections of the School Development Plan
- Support the Headteacher in addressing staffing matters, including performance and wellbeing, liaising with HR as appropriate.
- Engage with parents, the wider community and the Local Advisory Board as required.
- Assume responsibility for the leadership of the school in the absence of the Headteacher, including organisation and chairing of meetings.
- Provide cover within classes as required.

School Culture and Behaviour

Under the direction of the Headteacher the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching & Learning (including Curriculum, Assessment and Achievement)

- Provide strategic leadership for Curriculum, Teaching, Learning and Assessment across the school, ensuring consistently high-quality classroom practice.
- Lead the development, implementation and evaluation of the school's teaching and learning policy in line with statutory and Trust expectations.
- Monitor and improve the quality of teaching through coaching, professional development, lesson visits and feedback.
- Oversee whole-school assessment systems, ensuring accurate tracking of pupil progress and effective use of data to identify and implement strategies to raise attainment.
- Lead on curriculum implementation and ensure teaching meets the needs of all learners, including disadvantaged pupils and those with SEND.
- Coordinate and deliver high-quality CPD to develop staff expertise and improve outcomes across the school.
- Ensure consistency and rigour in planning, marking, feedback and assessment practice across all phases and subjects

Staff Management

Under the direction of the Headteacher the Assistant Headteacher will:

- Performance-manage identified staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities

GENERAL DUTIES

- to maintain confidentiality and discretion regarding sensitive information
- maintain the confidentiality of all records relating to staff and pupils, in line with the latest requirements of GDPR and the Freedom of Information Act
- undertake other tasks as reasonably requested
- to operate IT equipment as appropriate and keep up to date with developments in IT
- to participate in the Trust's appraisal programme
- represent the Trust in all areas as required in a professional and business-like manner

SUPERVISORY RESPONSIBILITY

As above including assisting the Headteacher in all areas of responsibility and taking charge of the school as required.

SUPERVISION RECEIVED

- Headteacher/School Improvement Advisor

PRINCIPAL CONTACTS

- Pupils, Staff, Headteacher, SLT, Local Advisory Board, external and internal stakeholders

SPECIAL CONDITIONS

The post may involve working flexible hours.

The post holder will need to have appropriate means of transport to carry out their duties.

The postholder may be asked to support, and work, at other schools within the MAT

Enhanced DBS Clearance

Satisfactory medical clearance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities. It is not necessarily a comprehensive definition of the post and the postholder may be required to undertake other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder

Signed:.....(employee)

Printed:.....(employee)

PERSON SPECIFICATION
Assistant Headteacher

Criteria	Essential	Desirable
Qualifications, skills & experience	<ul style="list-style-type: none"> Qualified teacher (QTS) Recent & successful Leadership experience including: <ul style="list-style-type: none"> Proven track record of raising standards in teaching and learning Experience of monitoring teaching and learning to improve classroom practice Experience of using data to drive school improvement Experience of implementing and evaluating broader curriculum planning, implementation, assessing and recording A clear understanding of pupils' educational needs including knowledge of inclusive teaching strategies and adaptive learning approaches 	<ul style="list-style-type: none"> NPQ (aimed at middle leadership or above)
Personal qualities	<ul style="list-style-type: none"> able to maintain confidentiality in all circumstances. able to establish effective relationships with those working in the MAT. supportive and helpful attitude to all staff. The communication skills needed to provide clear and accurate information and well-informed advice to a wide range of stakeholders The ability to identify with the Trust's values and principals. The ability to demonstrate a commitment to the wider work of the Trust. 	
Knowledge & skills	<ul style="list-style-type: none"> Ability to demonstrate strong leadership and to inspire staff and pupils Understanding of the Assistant Head's management role in relation to staffing; curriculum; community; resources and multi-disciplinary working. A high level of organisation skills and the ability to manage change effectively. An ability to support the Headteacher in maintaining an ethos conducive to promoting good relationships and high standards of behaviour An ability to support the Headteacher to ensure an effective learning environment for pupils. 	

	<ul style="list-style-type: none"> • An ability to demonstrate up-to-date knowledge and awareness of educational developments within the current legislative framework. 	
Special Conditions	<ul style="list-style-type: none"> • Enhanced DBS Clearance • Satisfactory medical clearance 	