



Hatch Ride Primary School

JOB DESCRIPTION

Job Title:	School:
Assistant Headteacher	Hatch Ride Primary School
Grade:	Hours:
L1	Part time – to be discussed
Reports to:	
Head Teacher	

JOB PURPOSE
<p>An Assistant Headteacher, works closely with the Headteacher to support the strategic leadership and day-to-day management of the school, overseeing teaching and learning and ensuring high standards of education and pastoral care. They will also contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision</p>

CORE RESPONSIBILITIES, TASKS & DUTIES
<p>Strategic Leadership</p> <ul style="list-style-type: none"> • In partnership with the Headteacher and SENDCo, provide strategic leadership for teaching, learning and assessment to secure consistently high-quality practice across the school • Contribute to the development, implementation and review of the school’s Learning and Teaching Policy • Make a distinctive contribution to the raising of pupil standards • Monitor, evaluate and review the effectiveness of teaching and learning using a range of evidence, including lesson visits, pupil outcomes and work scrutiny • Take a leading role in whole-school self-evaluation and development planning, identifying priorities • Take a lead on improvement actions identified in the school development plan

Teaching, modelling best Practice and raising standards

- Consistently model outstanding classroom practice for pupils and colleagues
- Lead initiatives to raise attainment and achievement for all pupils, with a focus on disadvantaged pupils and higher attainers.
- Promote a culture of challenge, high expectations and aspiration for pupils and staff.
- Cover classes as directed

Curriculum and assessment

- Lead and model effective subject leadership
- Support and challenge fellow subject leaders to evaluate the effectiveness of their curricula and drive improvement through coaching and mentoring
- Ensure assessment information is used intelligently to inform teaching, target support and measure impact

Inclusion, equality and safeguarding

- Ensure that teaching and learning meets the needs of all pupils, focusing those with SEND, EAL and other additional needs, working closely with relevant leaders
- Promote equality of opportunity and inclusive practice so that every child can succeed
- Uphold safeguarding responsibilities and ensure all practice complies with statutory guidance and school policy
- Be a designated safeguard lead

Staff development and leadership

- Embrace a culture of reflective practice, professional enquiry and collaboration
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others
- Collaborate and work with colleagues in school and across the Trust and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Accountability and Evaluation

- Use data and evidence effectively to evaluate the impact of teaching and learning strategies
- Hold self and others to account for standards, progress and outcomes
- Report to governors on standards, priorities and improvement actions with guidance from the headteacher

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be a visible role model for outstanding teaching, learning and professional conduct.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher, and will be reviewed annually.