

## Job Description

<b>Job title:</b>	<b>Assistant Headteacher</b>
<b>Reports to:</b>	<b>Headteacher</b>
<b>Pay Scale:</b>	<b>Leadership scale L2 to L6</b>

### Overall Job purpose:

In addition to the Conditions of Employment for class teachers laid down in the School Teachers' Pay and Conditions Document, to provide strategic leadership and hold significant accountability for direction, standards achieved and quality in provision and outcomes across the school.

### Principal Duties and Responsibilities

In addition to the Conditions of Employment for class teachers laid down in the School Teachers' Pay and Conditions Document, to provide strategic leadership and hold significant accountability for direction, standards achieved, quality in provision, and outcomes across the school.

### Leading assessment, curriculum and pedagogy

- Lead on effective assessment policy and practice, curriculum design and innovation, or continuous and consistent improvement in pedagogy
- Feed the community with current research and thinking so that practice is innovative and inspiring
- Coach, mentor and support colleagues
- Develop strategies to raise levels of attendance across the school
- Support others in achieving outstanding behaviour for learning
- To promote and model the values of the school in all aspects of leadership

### Key Priorities for Leadership

- Lead agreed areas of whole school development
  - Significantly raise achievement in all year groups so that progress is outstanding and outcomes are outstanding
  - Develop staff at all levels in order to achieve outstanding teaching
  - Monitor, evaluate and review the quality of the school's work
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### **Securing accountability**

- Effectively use qualitative and quantitative data to inform professional accountability and raise standards
- Communicate passionately and effectively to a range of audiences including Governors, parents, LA officers and multi-agency workers
- Produce timely, accurate, informative and professional reports/documentation to inform and empower the whole school community
- Promote the schools of the Compass Partnership of Schools at every opportunity

### **Organisation**

- Create a culture which encourages a shared understanding of effective pedagogy
- Support all members of the school team in understanding the part they play in the school and federation's success
- Achieve outstanding outcomes in all aspects of school life through precise and focused leadership

### **Strengthening community**

- Promote community cohesion through curriculum innovation
- Develop effective partnerships with parents and the community as well as multi-agency workers
- Work across the Compass Partnership of Schools to develop a culture of professional learning and exchange
- Promote pupil leadership so that they have a central voice in school evaluation and development

### **Developing self and working with others**

- Promote and maintain a culture of high expectations for self and others
  - Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues
  - Nurture and build strong professional relationships with all colleagues
  - Motivate others by sharing effective practice and building a culture of professional exchange
  - Manage the performance of self and others, observing and feeding back on practice
  - Be a research engaged professional and support others in learning from research
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### **Key systems and structures of participation**

- School development planning
- School quality assurance schedule
- Observation and feedback
- School evaluation procedures and statements
- Pupil progress reviews and tracking
- Data analysis and reporting
- Policy development and review
- Course design and development
- Teacher and Support Staff Professional Development and Wellbeing Conversations
- Behaviour routines and systems
- Precision expectations and environment development/maintenance
- Governor participation

### **Specific areas of accountability**

- To ensure the best possible national outcomes for all relevant year groups
- To support the Headteacher to ensure lunch times are calm and orderly and children always feel safe
- To support the Headteacher with the day-to-day smooth running of the school
- To develop leadership qualities that ensure you model and challenge at all levels
- Continuing to develop the quality of leadership by ensuring core priorities are consistently worked towards and achieved
- Attending weekly SLT meetings, contributing effectively to the day-to-day leadership of the school
- Completing school self-evaluation reports on the above areas and evaluate with SLT

### **General Duties**

- To have due regard to the provisions of Health and Safety at work legislation
  - To have due regard to the Trust's Equal Opportunities Policy
  - To be aware of the confidential issues regarding this post including adhering to GDPR requirements
  - To undertake any other duties that are within the grade and scope of the post, as determined by the Headteacher
  - To undertake annual mandatory and statutory training as directed by the Trust or School.
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**Scope:**

The post-holder will be based at one of the Partnership Schools and will be expected to work across the Partnership, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

**Safeguarding:**

The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

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## Person Specification

Criteria	Essential	Desirable	Evidence
<b>Qualifications</b>	QTS Evidence of continuing professional development		Application Certification
<b>Experience</b>	Experience of phase leadership or equivalent Proven experience of leading staff development Experience of successful teaching Experience of monitoring, evaluating and improving the quality of teaching and learning Experience of leading by example and providing inspiration and motivation to others	Experience across all three Primary Key Stages	Application References
<b>Knowledge</b>	Good understanding of the Primary Curriculum Good understanding of assessment for learning Good understanding of how to maximise learning through a creative curriculum		Application Interview
<b>Skills</b>	Ability to work as part of the Leadership team and to take responsibility for securing improvement Ability to plan, prioritise and meet deadlines Ability to analyse and use comparative data Ability to analyse progress against clear success criteria Ability to lead and inspire others Excellent behaviour management skills Excellent, high level ICT skills		Application Interview References

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<p><b>Personal attributes</b></p>	<p>Positive, enthusiastic outlook, embracing risk and innovation</p> <p>Capacity to be flexible, adaptable and creative</p> <p>Passionate about inclusion and ensuring equality of opportunity for all children</p> <p>Respect and empathy towards others</p> <p>Ability to develop and maintain effective relationships with all members of the school community</p> <p>Resilience, perseverance and optimism in the face of difficulties and challenges</p> <p>Decisive, consistent and focused on solutions</p> <p>Well organised, calm confident and positive</p> <p>Well-developed oral and written communication skills</p> <p>Ability to innovate, find solutions, make effective plans and evaluate success</p>	<p>Experience of mentoring or coaching</p> <p>High level of emotional literacy</p>	<p>Application Interview</p>
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