

**JOB DESCRIPTION: ASSISTANT HEAD OF SCHOOL**

Please note that this is a generic job description. The specific details of the role will be negotiated with the successful candidates to reflect his/her strengths.

**1. Line of responsibility:**

The Assistant Head of School, Primary will work with the Deputy Head of School and will be directly responsible to the Head of School. The post holder will be expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.

In addition to the teaching responsibility, the post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching

**2. Job purpose:**

The Assistant Head of School, Primary will work with the Leadership Team and Head of School, Primary to provide leadership and management of the teaching and learning of all pupils. In partnership, will be responsible for ensuring the educational success of the Academy within the overall framework of the Multi Academy Trust as well as the individual school development plan. To take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional, actively promoting effective teaching and learning practices across the school.

This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Group. The Assistant Head of School will be required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document. In addition the Assistant Head of School, Primary will be required to fulfil any reasonable expectations from the Head of School, Primary.

To achieve success for all members of the school community within a culture of continuous innovation and rigorous review, the Assistant Head of School, Primary will assist in shaping the academy's vision for the future, direction or leadership promoting excellence, equality and high expectations of all children in both academic and extra-curricular achievements. To assist in creating a safe and productive learning environment that is engaging and fulfilling for all pupils and staff.

**3. Duties and responsibilities:**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher.

The Assistant Head of School, Primary will be non-class based and class based. From time to time he/she will teach classes to model good practice, develop relationships, support training and development and ensure 'quality teaching first' and secure the smooth running of the school.

The Assistant Head of School will be a model professional setting an excellent example to teaching and support staff. He/she will work in close partnership with the Deputy Head of School and the Head of School, Primary in actively and demonstrably promoting enrichment, entitlement and achievement through building and implementing agreed school policies. The Assistant Head of School will lead by example of his/her practice, and by positively encouraging and supporting all members of staff. He/she will work with the Deputy head of School and Head of School to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all children.

#### **4. Conditions of employment:**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- S/he is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the school's policy in respect of child protection and safeguarding matters.
- To maintain confidentiality.
- To participate in training and other learning activities and performance development as required.
  - To perform duties in line with health and safety requirements and report to the Head of School where hazards are identified.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

#### **5. Key Accountabilities:**

The Assistant Head of School, Primary is to take a central role in assisting the Deputy Head of School and the Head of School, to develop the academy in accordance with the Trusts shared values and the school development plans. He/ she will work in close partnership with the Deputy Head of School.

The Assistant Head of School is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader, a leader in assessment for learning and assessing pupils' progress and a key person in the senior management team. The Assistant Head of School will support, lead and manage teaching and learning in and beyond the classroom.

In particular, the Assistant Head of School, Primary will be required to:

##### **Shaping the Future**

- Support the Head of School, Executive Headteacher, Governors, and Trust in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity;
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives;
- Contribute to the identification of key areas of strength and weakness in the school;

- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues;
- Promote a culture of team work, in which views of all members of the school community are valued and taken into account;
- Contribute to the self evaluation of the school.

#### **Leading Learning and Teaching**

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;
- Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available; • Provide training for staff on effective teaching and learning;
- Promote the active involvement of pupils in their own learning;
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school;
- Support strategies to promote high standards of behaviour;
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school;
- Support the development of an effective assessment framework;
- Promote the use of ICT to enhance and extend pupils learning;
- Monitor and evaluate classroom practice;
- Provide support for colleagues in improving their classroom practice.

#### **Developing self and managing others**

- Work to ensure the highest priority is given to safeguarding and promoting the welfare of children in the school;
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount;
- Support the development of collaborative approaches to learning within the school and beyond;
- Support the induction of staff new to the school;
- Set high expectations for your own performance and that of others;
- Engage in relevant professional development activity as necessary.

#### **Managing the organisation**

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements;
- Develop action plans in specified areas of responsibility, in order to bring about improvements; • Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities;
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

#### **Securing Accountability**

- Support the governing body in meeting its responsibility to account for the performance of the school;

- Work alongside the Deputy Head of School and Head of School, Primary to secure improvement through Performance Management; take responsibility for the performance management of identified staff;
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation;
- 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;
- Develop and present accurate accounts of school performance to a range of stakeholders.

### **Strengthening Community**

- Contribute to the development of the school as a 'Hub' within the community; strengthening partnerships with other schools and services;
- Gain an understanding of the diversity of the school community;
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice;
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; • Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement and attendance;
- Ensure learning experiences for pupils are linked into and integrated with the wider community;
- Ensure a range of community-based learning experiences.

### **General Responsibilities**

- To deputise for the Deputy Head of School, Primary and Head of School, Primary in their absence.
- To play a full part in all aspects of strategic planning, implementation and review.
- To be the line manager for named curriculum areas and to work closely with these areas on raising standards.
- To be the line manager for a named year group to challenge and support all pastoral and academic issues.
- To undertake a range of routine duties such as assembly, break and lunchtime duties, on call, detention etc.
- A KS2 teaching commitment.
- To maintain a high profile and visible presence around school.
- To support a broad range of out of hours activities and events.
- Any other reasonable duties deemed necessary to ensure the smooth running of the academy.

### **Quality Assurance**

- To lead our quality assurance systems to ensure outstanding performance of all leaders, managers and teachers and to raise standards, with a specific focus (but not exclusively) on Primary phase.
- To develop management and leadership skills within our staff through the effective implementation of our Leadership Framework.
- To ensure effective routines through rigorous management of our Leadership Framework, with a focus on raising standards.

## **6. Lone Working**

The post holder is to observe the recommendations by DLPT regarding working alone in schools. Due care and attention should take place at all times and any emergencies or major incidents are to be reported to the Head of School as soon as possible.

7. **Training**

The post holder is required to keep up to date with legislation and training. Courses may need to be undertaken from time to time and hours may be varied to accommodate such training.

8. **Health & Safety**

The post holder is required to gain an understanding of the Academy's health and safety procedures, health and safety legislation, and statutory codes of practice and regulations from time to time in force, comply with them at all times and ensure that safety equipment and protective clothing provided are always used during your hours of work for the Academy. The Academy's health and safety information is available in the School Office and further information is set out in the Academy's policies and procedures.

9. **Working Conditions**

The DLPT is a Multi-Academy Trust, as such staff may be required to work or travel between any of the MAT locations together with any future School premises within a reasonable travelling distance.

10. **Safeguarding**

The DLPT is committed to safeguarding and promoting the welfare of children and young people. Regular safeguarding checks, such as the Staff Disqualification Declaration, will be carried out by HR.

**11. Review**

This job description will be reviewed annually in line with school needs. The range of responsibilities listed above is not exhaustive and is subject to change at the direction and direction of the Executive Head Teacher