

Job Description

Post Title:	Assistant Headteacher
Grade:	L1 – 3 FTE
NOR:	171
Responsible to:	Principal

Job Context

1. To support the school's aims, vision and values of this Church of England School.
2. To assist in providing professional leadership to secure the continued success to ensure inclusivity for all pupils and sustaining high standards across the school.
3. To ensure a high-quality productive learning environment that is engaging and inclusive for all pupils.
4. To lead in ensuring consistency in high quality teaching and curriculum development across the school
5. To understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

Main Purpose

The assistant headteacher will support and work closely with the Principal in further developing this school and take a role in:

- Formulating the aims and objectives of this church school
- Establishing policies for achieving these aims and objectives
- Assisting the Principal in leading, managing and developing consistency in whole school policy and practice
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives
- They may also be required to undertake any of the duties delegated from the Principal.

The assistant headteacher will have a class teacher responsibility complying with the teachers' standards and modelling best practice for others. This will be reviewed by the Principal and Trust.

Key Accountabilities

Reporting to the Principal, this post holder will be accountable for:

Strategic Development

- As the Assistant Headteacher focusing on high quality teaching and a member of the School Leadership Team, you will be required to:
 - Contribute to the development of strategies, policies and practices aimed at raising standards of attainment and achievement throughout the school for all pupils.
 - Contribute to school self-evaluation, particularly with respect to high quality teaching across the curriculum
- Promote a shared vision for excellence in teaching and learning.
- Assist with the formulation, communication, and monitoring of the Academy Improvement Plan, particularly in relation to inclusive high quality teaching across the curriculum, and that all staff understand the school's priorities and the part they play in achieving these.
- Support the Principal to ensure outstanding safeguarding, including attendance.

School Culture and Behaviour

- Create a culture where pupils experience a positive and enriching school life
- 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 in all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the academy'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, Curriculum and Assessment

Under the direction of the Principal, the assistant headteacher will:

- Establish and sustain high quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured, coherent and ambitious curriculum
- Establish curriculum leadership, including subject leaders with relevant experience and access to Trust's development and opportunities

Leadership and Managing Staff

- Support the Principal in the day-to-day management of the school
- Support the distribution of leadership throughout the school
- Communicate the school's vision compellingly working closely with the Principal
- Lead by example, focusing on providing excellent education for all pupils
- Lead on whole-school strategies and policy areas
- Build positive relationships with staff, parents / carers and members of the school community
- Keep up to date with developments in education to inform practice particularly in quality first teaching
- Seek training and continuing professional development to meet their own needs
- Assist with the selection, recruitment and induction of new teaching staff
- Play a leading role in providing CPD including mentoring and coaching of colleagues particularly in quality first teaching
- Work alongside teachers and support staff to ensure there is inclusive practice across the school.

Modelling Best Practice for Teachers

- Demonstrate excellent performance against parts one and two of the teachers' standards: teaching and personal and professional conduct and the Trust's approach to high quality first teaching
- Implement strategies and initiatives to share best practice with colleagues in school, developing confidence and skills in others.

Systems and Processes

Working closely with the Principal:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Collate, analyse and address whole school pupil performance data using the Trust's MIS system.
- Support the sharing of data with the Trust.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school.
- Being one of the Deputy Designated Safeguarding Lead and fulfilling this job's requirements

Additional Requirements

The assistant headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

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

Person Specification – Assistant Headteacher

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> • Qualified Teacher Status • Degree. 	<ul style="list-style-type: none"> • NPQH or further professional qualification.
Experience	
<ul style="list-style-type: none"> • Exemplary classroom practice with teaching experience across the primary phase, particularly in KS2 • Clear understanding of assessment for learning • Delivery success in a subject / area that has been a focus on the school improvement plan • Strong subject knowledge of the primary National Curriculum • High expectations for all pupils' attainment, achievement and behaviour • Evidence of involvement in self-evaluation and successful planning for whole school improvement • Maintaining professional and positive relationships with children, staff, parents / carers and external agencies • Working collaboratively with colleagues and contributing to staff development • Analysing data and tracking pupils' progress. 	<ul style="list-style-type: none"> • A coherent view of teaching, learning and curriculum delivery • Awareness of managing and using assessment data to bring about improvements in pupil progress • Successful line management experience • Working in a Church of England school • Leading by example through consistently high-quality practice in all areas • Experience in more than one school • Ability to be visionary / forward thinking • Leading new initiatives across the school • Demonstrable ability to evaluate impact of school improvement strategies. • Professional development in preparation for a senior leadership role
Skills and Knowledge	
<ul style="list-style-type: none"> • A thorough understanding of and commitment to uphold all safeguarding systems and policies • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Excellent classroom practitioner with a thorough understanding of the curriculum and commitment to the highest standards of teaching and learning 	<ul style="list-style-type: none"> • Experience of leading curriculum innovation • Enthusiasm and ability to use ICT creatively across the curriculum.

<ul style="list-style-type: none"> • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Knowledge and understanding of the Ofsted Framework • Ability to lead and support teaching assistants effectively to support children’s learning • Ability to deal sensitively with staff, parents and pupils. 	
Personal Characteristics	
<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to professional development and to reflecting and improving own practice. • Commitment to always maintaining confidentiality • Commitment to safeguarding and equality • Self-motivated and able to take initiative and responsibility • A commitment to developing the extracurricular life of the school. 	