Job description

1.0   JOB TITLE   Assistant Headteacher

2.0   JOB PURPOSE

The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas.

2.1   Strategic Direction and Development of the School

2.1.1   Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national, and international context.

2.1.2   Demonstrating high standards of personal integrity, loyalty, discretion, and professionalism.

2.1.3   Publicly supporting all decisions of the Headteacher and Excelsior MAT.

2.1.4   Acting as an exemplary role model who embraces the trust/school values, ethos and aims.

2.2   Teaching and Learning

2.2.1   Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.

2.2.2   Working with the Headteacher and the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school.

2.2.3   Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement to improve the outcomes for all pupils.

2.2.4   To support staff with planning, attend PPA sessions, team teach and run planning clinics to ensure the needs of all pupils are met.

2.3   Leading and Managing Staff

2.3.1   Working with the Executive Headteacher and Head of School to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.

2.3.2   To support the Headteacher with Professional Growth of all staff including ECT assessments and induction where necessary.

2.4 Efficient and Effective Deployment of Staff and Resources

2.4.1 In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. deployment of Teaching Assistants, and timetables.

2.5 Accountability

Supporting the Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

2.6 Specific Duties

· leading whole school English and Oracy **or** maths and STEM
· teaching a class in upper KS2 (with weekly ring-fenced leadership time)
· ECT mentor

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.

Person Specification
Assistant Headteacher

Criteria:	**E** = Essential
	D = Desirable

Criteria	Qualifications
E	Qualified teacher status.
E	Degree.
E	Professional development in preparation for a leadership role.
E	Recent, relevant in-service training – particularly in relation to inclusion and safeguarding as a DSL / DDSL.
E	National SENCO Award.

Criteria	Experience
E	Successful leadership and management experience in a school with proven successful impact.
E	Proven experience of leading an initiative that had measurable impact on pupils learning particularly in relation to pupils with SEND
E	Evidence of excellent classroom practice in a primary school.
D	Teaching experience across all key stages.
E	Involvement in school self-evaluation and development planning.
E	Line management experience.
E	Experience of contributing to staff development and leading regular CPD.
E	Experience of community engagement and working effectively with parents.
E	Experience of working with outside agencies.
E	Experience of working with pupils of other key groups of pupils (e.g. EAL, Looked After).
E	Experience of working with pupils with complex needs within a mainstream setting.
D	An understanding of attendance policies and procedures.
E	Able to lead on the identification of pupils' needs and act upon them to raise standards.
E	Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy.
E	Able to demonstrate a high level of IT literacy.
E	Experience of data analysis skills and the ability to use data to set targets and identify weaknesses.
E	Able to manage employment relations.
E	Able to communicate a vision and inspire others.

Criteria	Personal Qualities
E	Well organised.
E	Calm and positive.
E	Dynamic with strong leadership qualities.
E	Dependable and reliable, with a good record of attendance.
E	Flexible approach and an ability to respond to changes in circumstances effectively.

	A commitment to work together with all stakeholders including the wider community.
E	Satisfactory enhanced DBS/CRB check and references.
E	Able to prioritise and manage the paperwork involved in SEND procedures.
E	A commitment to maintaining confidentiality at all times.
E	A commitment to safeguarding and equality.

Turves Green Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and

professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

Job description issued:

Executive Headteacher …………………………………………….

Postholder …………………………………………………..

Date: ……………………………………………….…………