



Assistant Headteacher – Job Description

A job description is not designed to limit or tightly define the role but to demonstrate and clarify to the staff the areas of responsibility specifically within its remit.

Core Purpose

- To work in close partnership with the Headteacher, Deputy Heads, SLT, Staff and Governors to develop and manage the school effectively, providing clear vision and positive leadership for the growth of the school
- To ensure the highest possible quality of education, range of educational opportunities and standards of achievement for all pupils
- To develop supportive relationships and positive liaison with parents, the local community and neighbouring schools

Statutory Duties

- The appointment is subject to the current conditions of employment for Assistant Head teachers contained in the School Teachers' Pay and Conditions document and the required standards for Qualified Teacher Status and other current legislation. This role also includes that of a class teacher.

Safeguarding Duties

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the teacher's role within the school.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the assistant head teacher's role.
- To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the teacher may have in relation to safeguarding and/or child protection

Strategic direction and development of the school, in co-operation with, and under the direction of, the Head Teacher

- Exemplify the school's ethos
- Support the vision, positive ethos and policies of the school and promote high levels of achievement for all
- Support the review and implementation of the School Development Plan and to take responsibility for appropriately delegated aspects of it

- Support all staff in achieving the priorities and targets which the school sets for itself and to provide teachers with support and guidance in implementing our curriculum
- Support the evaluation of the effectiveness of the school's policies and developments
- Lead effective school improvement initiatives

Teaching and Learning

Be an exemplary teacher clearly demonstrating outstanding:

- Subject knowledge
- Planning
- Teaching
- Organisation
- Assessment
- Pupil achievement
- Pupil progress
- Behaviour management
- Interpersonal skills
- Learning environment
- Parental relationships

Take responsibility (as part of the Senior Leadership Team) for:

- The development and monitoring of a broad, balanced and relevant curriculum, which is accessible to all pupils
- Faculty leadership and / or subject leadership under the direction of the Headteacher
- The implementation and monitoring of the behaviour policy
- Monitoring pupils' achievements, including the analysis of performance data
- Developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching, learning and personal development of all pupils

Leading and managing staff

- Be the line manager for key stage leaders and / or Team Leaders / and / or teachers (and where appropriate support staff) as agreed with the Head Teacher
- Support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes
- Implement the school's appraisal policy

Effective deployment of staff and resources

- Support the Head Teacher in the appointment, deployment and development of staff to make effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- Support the CPD programme for support staff
- Support the Leadership Team to lead and managed the CPD of all staff
- Support the induction of ECTs, students and volunteers as requested by the Head Teacher
- Support the Head Teacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and academic needs are met

General

- Provide effective professional challenge and support to the Head Teacher
- Provide information and advice to the Head Teacher and Governing Body and support proper accountability processes throughout the school

Standards

- Teach outstanding lessons
- Model excellent lessons for Middleton staff and others
- Model excellence in all area of teaching including: planning, teaching, marking, behaviour and assessment
- Provide excellent coaching for both new and experienced teachers
- Be an expert of pedagogy, assessment and the curriculum
- Have a full understanding of the National and Early Years Curriculum, the current Ofsted framework and assessment and other relevant legislation
- Analyse assessment data (whether school, LA, national or international) and share this in an accessible way with staff, governors and parents
- Track pupil progress, highlight areas of concern, plan interventions and ensure these actions have a positive impact on attainment and progress

The duties and responsibilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers, as set out within the School Teachers' Pay and Conditions Document

This job description will automatically be reviewed annually and may be amended at any time during the year after discussion with the member of staff.