

JOB DESCRIPTION ASSISTANT HEADTEACHER

Job Title:	Assistant Headteacher
Area of Responsibility:	Teaching & Learning
Reports to:	Headteacher/Executive Principal
Salary	L4-10
<p>Purpose to the post</p> <ul style="list-style-type: none"> ● To lead on the school curriculum. ● To be a role model to all staff demonstrating positive leadership behaviours, confidentiality and discretion. ● To be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be. ● To develop and implement strategies relating to the curriculum that enable all pupils (including the most able) to maximise their learning and achievement. ● To be part of the Senior Leadership Team of the school and contribute to the development of consistent and effective strategies that enables all pupils to maximise their learning and achievement. ● To identify and prioritise aspects of professional development needed by the individuals and groups that you line manage and to ensure that this is provided. ● To develop learning and teaching across areas of responsibility so that at least 80% is good or outstanding. ● To evaluate and strategically develop the curriculum within the school. ● To lead on school INSET which promotes and improves outcomes. ● To develop and maintain effective quality assurance in topics and other areas of school activity, ensuring that it brings about improvement. 	
<p>Duties</p> <p>Responsibilities</p> <ol style="list-style-type: none"> 1. To support the quality assurance, monitoring and evaluation of teaching and learning via observations, scrutiny of planning, record keeping and teaching, scrutiny of work, pupil feedback, learning styles audits and other activities. 2. To lead others to implement a wide range of coherent strategies to raise students' achievement and attainment. 3. To work with the Business Manager to ensure that the budgets for your areas of responsibility and line management are accurate and provide value for money. 4. To lead self-evaluation, development planning and preparation for inspection in all areas of your responsibility and line management. 5. To ensure the recording, reporting and monitoring of pupil progress ensuring that deadlines are met. 6. To mentor, develop, appraise and lead subject staff. 7. Research and implementing innovative curriculum content and structures. 8. To ensure teaching is in line with national standards. 9. Setting and expecting high standards of pupil behaviour and having in place agreed strategies to deal with behaviour issues within the area. 10. To undertake any other relevant tasks as may occasionally be required. <p>Links</p> <ol style="list-style-type: none"> 1. To report to the Headteacher and the governing body on progress and outcomes in relation to the above. 2. To work with all SLT in promoting the school's values, vision and aims, developing and implementing policy, and monitoring and evaluating progress. 3. To line manage curriculum area(s). 4. To implement school policy. 5. To liaise when required with other stakeholders, especially those supporting improvements in teaching and learning and staff development. 6. To undertake any other reasonable duties commensurate with the grading of the post. <p>Note</p> <p>The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The subject leader section of the job description may be reviewed at the discretion of</p>	

the Executive Principal in the light of those changing requirements and in consultation with the post holder and the governing body.

The duties listed in this Job Description must be considered in addition to that of a Class Teacher which will be issued alongside the Assistant Headteacher Job Description.

Date of issue: _____

Name of post holder: _____

Signature of post holder: _____

Signature of Executive Headteacher _____

Personal Specification

Key Skills and Competencies

1. Qualifications

- Qualified teacher status with recent experience of leadership within the Primary sector.
- Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study etc.

2. Experience / Skills

- Experience of working in a multi-ethnic environment across the 3-11 age range.
- Curriculum planning and development.
- Assessment, reporting and recording.
- Experience in raising achievement across the whole school.
- The ability to use ICT in a variety of contexts and to develop these skills across management.
- The ability to work professionally and effectively as a member of the Senior Management team and work with other teams.
- The ability to work under pressure and meet deadlines.
- A commitment to keep up to date with educational initiatives and the skills to translate these into practice.
- To be committed to equal opportunities.
- An understanding of language impairment and the strategies to remove barriers to children's learning.
- To have a secure knowledge and understanding of the National Curriculum, Primary Strategies and Inclusion agenda
- To be able to demonstrate a thorough understanding of the importance of planning, assessment and record keeping and the need for continuity and progression throughout the school.
- To be able to identify the characteristics of high quality teaching and to support and guide teachers / support staff in developing their practice.
- To have an understanding of long term strategic planning and the importance of self-evaluation in meeting school targets.
- To be able to use initiative and to be able to prioritise
- To be able to work as part of a team.
- To be able to liaise and work with all stakeholders and outside agencies.
- To be able to communicate effectively both in writing and verbally to a range of different audiences.
- Must be willing to undertake an enhanced CRB or any other background check as appropriate.

3. Other Skills Required for Role

- Demonstrates excellent classroom practice
- Experience in raising achievement across the whole school.
- Exercises flexibility in order to accommodate changes in work priorities.
- The ability to work professionally and effectively as a member of the Senior Management team and work with other teams.
- The ability to work under pressure and meet deadlines.
- A commitment to keep up to date with educational initiatives and the skills to translate these into practice.
- Balances tasks and resources in the organisation of a wide range of activities.
- Provides contingencies to deal with the unexpected.
- Thinks clearly and logically in working through a problem making referrals as appropriate.
- Anticipates workload and plans ahead.
- Monitors progress against key performance indicators.
- Enthusiastic and positive attitude.
- Awareness of the needs of children who have a variety of needs.
- Understand the nature of a Church of England Primary School and be willing to teach R.E. and attend collective worship to meet the expectation of the Governing Body.

4. Accountability/Freedom to act

- Makes routine decisions based upon guidelines and procedures laid down in the established framework.
- Contributes towards the effective delivery of performance targets, objectives and standards.
- Leads by example in standards of behaviour in the work environment.

5. Leadership/Management skills.

- Ability to lead school based projects or developments

General Comments

The Assistant Head is required to work across the Federation and foster appropriate links between the schools.

The Assistant Head will be required to teach in classes across the schools and provide a model of good practice for teachers.

They may be required to adapt and change plans at short notice.

The Assistant Head is required to be flexible in a constantly changing work environment and in implementing the School's policies.