



ASSISTANT HEADTEACHER Job Description

Start Date: 1st September 2021
Contract: Permanent, Full Time (class based with dedicated Leadership time)
Scale: Leadership Scale L3-L8
NOR 451

Main Purpose of the Job:

Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for Assistant Headteachers and the School's own policy.

Under the overall direction of the Headteacher and Deputy Headteacher, play a lead role in:

- Formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
- Supporting the Deputy Head developing the Curriculum and Enrichment
- Managing staff and resources
- Carrying out the professional duties of a teacher

Duties and Responsibilities:

Shaping the Future

- In partnership with the SLT and Governors, establish and implement an ambitious vision and ethos for the future of the School
- Play a key role in the School improvement and School self-evaluation planning process
- In partnership with the SLT, manage School resources
- Devise, implement and monitor action plans and other policy developments
- In partnership with SLT, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the School community where all views are valued and taken in to account

Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the School community
- Raise standards through staff performance management in your key stage
- Alongside the SLT, contribute to the development and delivery of training and support for staff
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing Self and Others

- Support the development of collaborative approaches to learning within the School and beyond
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the SLT to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management

- Work with the senior leadership team to implement the annual appraisal process for all staff
- Undertake any professional duties, reasonably delegated by the Headteacher

Securing Accountability

- In partnership with the Senior Leadership Team, support the staff and governing body in fulfilling their responsibilities with regard to the School's performance and standards
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the School

Strengthening Community

- Work with the SLT in developing the policies and practice, which promote inclusion, equality and the extended services that the School offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in School life
- Strengthen partnership and community working

Personal Attributes

- Creative, enthusiastic and proactive, keen to embrace new ideas and challenges
- Energy and enthusiasm
- Confidence and excellent inter-personal skills
- Loyalty and confidentiality
- Committed to continuing professional development for self and others

Firs Primary School is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of School organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate

This job description does not define in detail all the duties and responsibilities of the post. It will be reviewed at the end of the academic year or earlier if necessary; it may be amended at any time after consultation.