

Job Description

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Supporting / Coaching colleagues with best practice

They may also be required to undertake any of the duties delegated from the Headteacher.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Assist the SENCo in their work with EYFS and KS1.
- Assist the Safeguarding Lead in attending meetings and working with outside agencies.
- Lead on improving attendance in EYFS & KS1
- Lead on transition to Athelstan and transition within the school.

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school