

Burton upon Stather Primary School

Assistant Headteacher ~ Job Description

Generic Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher with the teachers' agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

It is expected that all staff will support the ethos and values of the School, as reflected in policies developed by the School.

Assistant Headteacher

Person Specification

- Hold and articulate clear values, focused on providing an excellent education for all children
- Inspire and influence others in the School community to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Be an exceptional senior leader with strong communication skills and a proven track record of making a difference
- Have knowledge of how effective curriculum design and accurate assessments contribute to excellent student progress and outcomes
- Be an outstanding teacher who inspires colleagues and children

Key Responsibilities - Leadership

Work with financial astuteness, within a clear set of principles centred on the Trust and School's vision, ably translating local and national policy into the School's context

- Demonstrate highly effective distributive leadership throughout the School, leading teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making
- Support the Headteacher in managing the School effectively and ensuring the successful implementation of change
- Lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff
- Set realistic expectations for high academic standards within the School

- Take responsibility for key strategic areas of the School as directed and agreed with the Headteacher
- As a member of the senior leadership team, lead the monitoring, evaluation and review of all aspects of School life
- Provide support for subject leaders in the quality of teaching and learning
- Ensure the School's policies are up to date and reviewed regularly
- Contribute, shape and deliver the School improvement plan, taking ownership of specific aspects linked to the role's responsibilities
- Share general aspects of School leadership, including safeguarding, staff development, organising and supporting events and communication
- Provide a safe, calm, nurturing and well-ordered environment for all children and staff, focused on safeguarding children and developing high standards of behaviour in the School and in the wider society
- Work within the School's systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively
- Ensure the School is outward-facing and works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all children
- Represent the School with stakeholders and external bodies
- Provide a significant presence around the School every day, including the carrying out of duties
- Deputise for the Headteacher from time to time as required

Key Responsibilities - Progress

- Demand ambitious standards for all children, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on children's outcomes
- Maintain and improve standards, achievement and children's progress and development contributing fully to the strategic leadership, direction, quality assurance and staff leadership at the School
- Provide challenge, support and research led intervention with subject leaders so that they have an impact on student progress and attainment
- Strategically support the leadership and use of Pupil Premium
- Use data to monitor student performance and identify and organise appropriate support for underachieving children
- Establish positive partnerships with parents/carers to involve them in their child's learning and progress
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other

Key Responsibilities – Curriculum

- Ensure children have a coherent and ambitious curriculum which provides the acquisition of knowledge and development of skills that all children, particularly Disadvantaged and SEND children, need for their next stage of their life
- Ensure the curriculum is relevant and appropriate, and supports best outcomes for all children, including keeping abreast of curriculum changes and opportunities at a national level
- Be flexible in your approach to the delivery of an inspiring curriculum

Key Responsibilities - Assessment

- Be responsible and accountable for the management and reporting of key aspects of School life as agreed with the Headteacher, ensuring that stakeholders are kept up to date regarding the School's progress
- Effectively lead the assessment of children to support progress including the assessment calendar and whole School assessment approach which includes effective assessment systems at all levels
- Co-ordinate and lead on the delivery of whole School examination and progress documentation and presentations including: external examination results analysis and the analysis of the formative assessment data captures to evaluate impact and secure improvement moving forwards
- Ensure that data and predictions are reliable, transparent and clearly understood by all stakeholders
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence children' on-going progress in all subjects

All School staff should:

- Work with all children ensuring equality of opportunity for all. Take responsibility for Safety and Welfare of all children, raising any concerns following the School protocols and procedures
- Work proactively and effectively in partnership with all stakeholders
- Comply with Health and Safety and all legal requirements
- Carry out a share of statutory supervisory duties
- Treat children with dignity and build relationships rooted in mutual respect and at all times observing proper boundaries appropriate to the professional position
- Participate in CPD relevant to the role: actively read current research and literature to contribute to the School's ethic of excellence
- Accompany teaching staff and children on visits, trips and out of school activities as required

- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English and numeracy
- Participate in arrangements for examinations and assessments
- Take an active role in promoting good behaviour in and around the School
- Ensure that children adhere to the uniform code and apply sanctions when this code is breached
- Develop a School learner mind-set – the attitudes, skills and learning habits needed to become an inspired, confident and independent learner
- Be a positive role model and demonstrate consistently and effectively the positive attitudes, values and behaviour which are expected of children
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Make a positive contribution to the wider life and ethos of the School
- Regularly review the impact of their work and its impact on children' progress, attainment and well-being, refining approaches where necessary and responding to feedback from colleagues
- Proactively participate with arrangements made in accordance with the Appraisal Policy
- Have professional regard for the practice, ethos and policies of the School and maintain high standards in your own attendance and punctuality
- Carry out all relevant tasks required by the Headteacher

Other Responsibilities

- Operate at all times within the stated policies and practices of the School
- Contribute positively and effectively to the whole School ethos
- Cooperate with other staff members to ensure a sharing and effective use of resources to the benefit of the School, individual departments and children
- Attend and participate in appropriate calendared meetings
- Take responsibility for own professional development and duties in relation to School policies and practices
- Liaise effectively with staff, children, parents and governors
- Ensure compliance with Health and Safety at Work Act 1974 and all other policies related to health and safety, and to ensure compliance with the Data Protection Act 1988
- Ensure compliance with data protection laws and safeguarding procedures

- Carry out any other duties as directed by the Headteacher as may from time to time be agreed in accordance with the nature of the job described above
- Participate in performance management ensuring that performance standards and targets set and met within the agreed timescale