**Dale Community Primary School – Job Description**

**Post: Assistant Head Teacher**

**Pay scale: Leadership**

**Hours: Full time**

**Contract type: Permanent**

The post holder is responsible to the Head Teacher.

**Main purpose**

The assistant headteacher will support the headteacher and deputy headteacher in:

* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* The day-to-day management of the school
* 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 meeting the school’s aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of 50%, complying with the Teachers’ Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

**Duties and responsibilities**

**School culture and behaviour**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Support the creation and implementation of the school improvement plan within the national and local context and to take sole responsibility for appropriately delegated aspects of it
* Support all staff in achieving the priorities and targets which the school sets for itself and provide them with support and guidance in implementing schemes of work
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
* Lead a Key Stage or ‘phase’ and act as a team leader for staff performance management. Act as coach and mentor as appropriate in order to develop the skills and knowledge of students and staff

**Teaching, curriculum and assessment**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and sustain high-quality teaching across subjects and key stages, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

**Additional and special educational needs and disabilities (SEND)**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Promote a culture and practices that allow all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEND

**Organisational management and school improvement**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure school improvement strategies are effectively implemented

**Staff management and professional development**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Performance-manage middle leaders and class teachers, including carrying out appraisals and holding staff to account for their performance
* Manage staff well, with due attention to workload
* Ensure staff have access to appropriate, high-quality professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs

**Governance, accountability and working in partnership**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Work with the governing board as appropriate
* Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

**Other areas of responsibility**

The assistant headteacher will:

* Lead on Pupil Premium including analysis of data to determine how to allocate resources with termly evaluations being shared with Governors and publishing information about pupil premium spending in order to close the attainment gap between disadvantaged pupils and their peers.
* Lead on Sports Premium including liaising with the Sports Team, analysis of data and termly evaluations to be shared with Governors
* Lead on Behaviour including:
  + Working collaboratively with pupils and parents/carers to promote positive behaviour among all pupils, and to help pupils overcome barriers to learning such as challenging behaviour.
  + To coach, support and train staff to implement behaviour interventions.
  + To work with external agencies as required.

**Dale Community Primary School - Person Specification**

**Post: Assistant Head Teacher**

**Method of candidate assessment: A = Application form / I = Interview / T = Task**

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| **Selection criteria** | **Method** | **Essential** | **Desirable** |
| **Professional qualifications and experience** | | | |
| Qualified Teacher Status | A | √ |  |
| Experience in a leadership and management role in school | A / I |  | √ |
| Professional development in preparation for a leadership role | A/I | √ |  |
| Be a proven outstanding teacher with experience teaching in Key Stage Two | A | √ |  |
| Minimum of five years post qualification full time teaching | A | √ |  |
| Tracking progress and raising the achievement of all pupils | A | √ |  |
| Involvement in school self-evaluation and development planning | A / I |  | √ |
| Demonstrable experience of successful line management and staff development | A | √ |  |
| **Skills and knowledge** | | | |
| Understanding of high-quality teaching, and the ability to model this for others and support others to improve | A | √ |  |
| Effective communication and interpersonal skills | A/I | √ |  |
| Ability to communicate a vision and inspire others | A/I | √ |  |
| Ability to build effective working relationships | A | √ |  |

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| **Selection criteria** | **Method** | **Essential** | **Desirable** |
| **Leadership and management** | | | |
| Experience of managing substantial change across a subject area or whole school | A / I | √ |  |
| Successful experience of observing and evaluating teaching, providing effective feedback and implementing support | A | √ |  |
| Experience of leading the professional development of staff within the context of school improvement | A | √ |  |
| Experience of acting as an outstanding model of teaching for others | A | √ |  |
| **Personal qualities** | | | |
| A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school | A/I | √ |  |
| A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct | A/I | √ |  |
| Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times | A | √ |  |
| Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines | A / T | √ |  |
| Ability to build positive and respectful relationships across the school community | A/I | √ |  |
| Commitment to maintaining confidentiality at all times | A | √ |  |
| Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position | A/I | √ |  |
| Ability to work collaboratively | A | √ |  |

This job description may be amended at any time in consultation with the postholder.