



## **Brackenhill Primary School Job Description Assistant Headteacher**

**PAY RANGE: L7 - 11**

### **Job Purpose**

The assistant headteacher will support the headteacher in providing professional leadership for this school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

### **General duties and responsibilities**

- To carry out the duties of a school teacher as set out in the School Teachers Pay and Conditions Document.
- To continue to meet the required standards for Qualified Teacher Status.

### **Knowledge and understanding**

- Have knowledge and understanding of inclusion in order to enable pupils with special education needs, including gifted and talented pupils to access the curriculum and meet their potential.
- Act as the school's Inclusion Champion, leading on SEND (as SENDCO) and lead the school's pastoral provision to ensure all pupils feel supported, valued, and able to thrive.
- Have knowledge of and keep up-to-date with the National Curriculum.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and understand the stages of child development.
- Select and make good use of ICT skills for classroom and management support.
- Be familiar with the school's current systems and structures as outlined in policy documents including the Health and Safety and Child Protection Policies.
- Understand and know how national and local comparative and school data including National Curriculum test data can be used to set clear targets for pupils' achievement.

### **Planning, teaching and class management**

- To undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad and balanced education in line with school policy and legal requirements of the National Curriculum. (as determined by the headteacher).
- To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.

### **Other professional requirements**

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- To work and co-operate with other staff, to be involved in and have the opportunity to influence the curriculum through staff discussion and In-Service Training.
- Be aware of the need to take responsibility for your own professional development.

- To be loyal, committed and motivated to the school in its entirety.
- Be responsible for the co-ordination and development of inclusion throughout the school.
- Advise on & monitor planning;
- Identify areas for development;
- Have input into the SIP;
- Lead staff INSET;
- Organise, maintain & order resources.
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### **Specific responsibilities as Assistant Headteacher**

- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, Governors and parents the vision, purpose and leadership of the school.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of pupils across the school.
- To work with the Headteacher, Deputy Headteacher and Governors to formulate the aims and objectives of the school.
- Create and maintain an environment of high standards of behaviour and discipline.
- To identify targets for raising achievement and support other staff in realising these targets.
- To be a team leader responsible for conducting and monitoring Teacher Appraisal and Support Staff Performance Management.
- To be a member of, and support other members of the Leadership Team.
- To initiate, organise and monitor curriculum development within the management team.
- To be a line manager for team members, to coordinate and supervise the work of other members of staff.
- To delegate tasks as appropriate within the team.
- To lead and organise team meetings, keeping detailed minutes.
- Lead professional development of staff through example.
- To lead and co-ordinate a Key Stage, coaching and mentoring members of the team as needs are identified.
- To share with the head the monitoring of teaching and learning across the school.
- To lead assemblies as required.
- Provide information, objective advice and support to the governing body to enable it to meet its responsibilities, as necessary.
- To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.

This job description may be amended at any appropriate time, following consultation between the headteacher and teacher, and will be reviewed annually. Priorities for the year will be negotiated and highlighted.

### **EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Signed..... Dated.....