

ABBEY PRIMARY SCHOOL

Job Description

Vacancy

Post: Grade: Assistant Headteacher

Leadership Scale L2 – L6

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 play a major role:
 - in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
- Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher and deputy Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

Shaping the future

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, 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 into 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
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Support the development and delivery of training for staff
- Lead the development and review of agreed aspects of the curriculum such as planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils

- Assist the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the Headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Lead on the statutory assessment of phonics in Key Stage 1
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- 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
- Support the induction of staff new to the school and those being trained within the school as appropriate
- As appropriate, have responsibility for students on teaching practice and those undertaking work experience.
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school improvement plan and appraisal including coaching and mentoring as appropriate

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher
- To support the Headteacher

Strengthening community

- Assist the Headteacher in developing policies and practice where appropriate, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues across the Trust, in other schools and external agencies

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety and welfare of pupils and staff
- Take responsibility as a Designated person for promoting and safeguarding the welfare of children and young people within the school

Safeguarding

Undertake training

- Undertake Designated Safeguarding Lead training every two years to become a Deputy Designated Safeguarding Lead and form part of the Safeguarding team.
- Undertake regular safeguarding training in line with the safeguarding CPD plan throughout school.

The training undertaken should enable the Designated Safeguarding Lead to:

- Understand the assessment process for providing early help and intervention through the Pathway to Provision Version 9.1, EHAF and the Early Help Unit
- Have a working knowledge of how the Nottinghamshire Safeguarding Children Partnership operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so
- Ensure that each member of staff has access to the child protection policy and procedures
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers
- Undertake specific training on Mental Health, SEND and E Safety to support your safeguarding role
- Understand the Prevent Duty and provide advice and support to staff on protecting children from the risk of radicalisation
- Encourage a culture of protecting children, listening to children and their wishes and feelings
- Be able to keep detailed, accurate, secure written records (via CPOMs) of concerns and referrals

Support referrals

- Refer cases of suspected abuse or allegations to the relevant agencies
- Support staff who make referrals to children's social care and other referral pathways
- Refer cases where a person is dismissed or leaves due to risk/harm to a child to the DBS as required

Work with others

- Liaise with the Headteacher (to inform them of any issues and ongoing investigations)
- As required, liaise with the 'case manager' (as per Part Four of KCSiE 2024) and the LADO where there are child protection concerns/allegations that relate to a member of staff
- Liaise with the case manager and the LADO/ LADO Allegation Officer where there are concerns about a staff member
- Liaise with staff on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies. Act as a source of support, advice and expertise for other staff
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children
- Liaise with the local authority and other agencies in line with Working Together to Safeguard Children 2020 and the local Nottinghamshire Safeguarding Children Partnership procedures and practice guidance

Raise awareness

- Ensure that the child protection policies are known, understood and used appropriately
- Ensure that the child protection policy is reviewed annually in consultation with staff members and procedures are updated and reviewed regularly and implemented, and that the governing body is kept up to date and actively involved
- Work strategically to ensure policies and procedures are up to date and drive and support development work within the school
- Ensure that the child protection policy is available to parents and carers and uploaded to the school website and make parents/carers aware that referrals may be made about suspected abuse or neglect
- Liaise with the NSCP and ensure all staff receive induction training covering child protection and are able to recognise and report any concerns immediately as they arise

General

- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all ONE Academy Trust policies, safeguarding & child protection policies and procedures, equal opportunities policy and code of conduct, health and safety, data protection
- To undertake other duties appropriate to the post as required

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 performance management process or as appropriate.

Signature of Post holder _____ **Date:**

Signature of Headteacher _____ **Date:**