

## Job Description Acting Assistant Headteacher

**Responsible to:** Headteacher

**Accountability:**

- To work in partnership with the Headteacher and Senior Leadership Team by providing professional leadership and management in order to secure high-quality teaching, high levels of learning and achievement and an exceptionally positive climate for learning.
- To be ready to deputise for the Deputy Headteacher and/or Headteacher at any time.
- To be an excellent and adaptable teacher who is an example of good practice, sets high standards and creates positive collaborative relationships across the whole school community.
- To support the aims and ethos of the school.

<b>Strategic Direction and Whole School Improvement</b>	<ul style="list-style-type: none"> <li>• To work with the Headteacher in drawing up the School Development Plan in consultation with teaching, non-teaching staff and governors.</li> <li>• Work with the Senior Leadership Team to communicate, review and monitor the progress of the current School Improvement Plan.</li> <li>• Work with the Headteacher on school self-evaluation. This will involve identifying areas for improvement from school data and incorporating these into action plans.</li> <li>• Lead the strategic vision for teaching and learning across the school, playing an instrumental role in planning for continual improvement</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Support the Headteacher in maintaining a collaborative learning ethos and supportive relationships with the school community.</li> <li>• Establish and maintain open and positive partnerships both within and outside of the school community.</li> <li>• Take a lead role in assisting the Headteacher in the implementation of the schools policies and procedures.</li> <li>• Take an active role in the recruitment, induction and mentoring of support staff.</li> <li>• Identify and support the professional development needs of all staff, including newly qualified teachers, ITT students and support staff.</li> <li>• To be aware of local and national government initiatives and to explore Allfarthing's involvement.</li> <li>• Assess and review children's progress towards outcomes.</li> <li>• Join Pupil Progress meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collect and interpret assessment data gathered on pupils and use to inform practice and analyse data to identify trends.</li> <li>• To carry out the performance management of members of staff</li> <li>• To carry out the duties of a Designated Safeguarding Lead.</li> <li>• Support phase leaders and teachers in managing parental interactions.</li> <li>• Lead on the development of ECTs at Allfarthing, including weekly mentor meetings, half termly observations and organising their professional development.</li> </ul>
<p><b>Operational Management</b></p>	<ul style="list-style-type: none"> <li>• Meet regularly with the Headteacher in order to share information and maintain collaboration about the whole school.</li> <li>• To be a constant presence around the school and available for staff.</li> <li>• To take assembly on a regular basis.</li> <li>• To attend governors meetings as and when appropriate.</li> <li>• Contribute to the effective organisational and administrative systems which support the aims of the school.</li> <li>• Lead INSET where appropriate.</li> </ul>
<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• To work in partnership with the Senior Leadership Team in implementing, supporting and developing teaching and learning across the school.</li> <li>• Ensure assessment systems are in place and used consistently across the school to promote effective teaching and learning through the tracking of pupil progress.</li> <li>• Contribute to the establishment of school policies and procedures which promote effective professional practice and define curriculum content.</li> <li>• Work with pupils, class teachers, subject and phase leaders to ensure teaching and learning environment promotes high expectations and excellent outcomes.</li> <li>• Oversee and monitor the quality of Teaching and Learning across the school.</li> </ul> <p>Undertake such other duties that may be required from time to time at the request of the Headteacher.</p>

