

Job Description 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.

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

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

