

Wigton Moor Primary School

JOB DESCRIPTION

Job Title: Assistant Headteacher

Grade: L4-8

1. PURPOSE OF THE JOB

To assist the Headteacher and Deputy Headteacher with the leadership, management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency, with particular responsibility for continually raising the standards of teaching and learning.

2. CONSULTATION

In carrying out these duties, to consult with, where this is appropriate, with the Headteacher, the authority, governing body, the staff in school, parents and carers, pupils and the wider community.

3. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

4. DUTIES AND RESPONSIBILITIES

A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

In co-operation with, and under the direction of the Headteacher and Deputy Headteacher to:

- i. support the vision, ethos and policies of the school and promote high levels of achievement;
- ii. support the creation and implementation of the school development plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
- iii. support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- iv. support the evaluation of the effectiveness of the school's policies and developments;
- v. ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

B. TEACHING AND LEARNING

- i. promote effective teaching practice which secures learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- ii. take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;
- iii. support the Headteacher and Deputy Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- iv. support the head teacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.

C. LEADING AND MANAGING STAFF

- i. to provide inspirational leadership;
- ii. support the head teacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- iii. lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
- iv. support the Headteacher and Deputy Headteacher in the implementation of the school's performance management policy;

D. EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- i. support the Headteacher and Deputy Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- ii. support the Deputy Headteacher in managing the school effectively in the absence of the head teacher;
- iii. support the Headteacher and Deputy Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- iv. work with the Headteacher and Deputy Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

E. ACCOUNTABILITY

- i. act as "critical friend" and provide effective professional challenge and support to the Headteacher;
- ii. provide information and advice to the Headteacher and Deputy Headteacher and governing body and support proper accountability processes throughout the school;
- iii. take on specific tasks related to day to day administration and organisation as needed;
- iv. take on any additional responsibilities which might from time to time be determined.

F. STRENGTHENING COMMUNITY

- i. Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community;
- ii. Builds the reputation of the school with the outside community;
- iii. Collaborates with city-wide educational development strategies;
- iv. Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development.

G. CHILD PROTECTION

- i. Ensures that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff
- ii. Ensures that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.