



## Job Description

### Assistant Headteacher of Bilton Infant School

**Job Purpose:**

To work with the Head of school and the BCF Federation Leadership Team to provide professional leadership and management, which secures a high-quality education for all in accordance with statutory requirements and supporting the development and implementation of the Federation Strategic Development plan.

**Responsible to:** The Head of School at Bilton Infant School

**Direct reports:** See individual school specific organisational structure

**Responsible for:** Working with the Head of School to share responsibility for the teaching and support staff and its children

**Key contacts:** Executive Headteacher, Heads of School, Teachers, Teaching Assistants, non-educational support staff, external agencies, governors

**Accountabilities:**

To be met in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers.

**Salary range:** Leadership Pay Spine Range L5 – L9

**Shaping the Future**

- Work with and support all stakeholders to create a strong, shared culture of learning within an inclusive environment where pupils experience a positive and enriching school life
- Work with the Head of School to implement plans and develop the school, monitoring and evaluating the quality of teaching and learning, to help ensure the highest standards across the curriculum.
- Communicate the school's vision compellingly and support the Head of School and Federation's strategic leadership to make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities

**Teaching and Learning**

- Inspire, motivate and influence staff and pupils, modelling and promoting the highest standards of teaching, learning and pupil discipline, ensuring the policy and practice is understood by staff and pupils and clearly demonstrated by all adults in school
- Provide guidance, support and coaching for staff, as agreed with the Head of School, in order to improve the quality of education across the school
- Assist in the planning of teaching groups and staff deployment
- Ensure consistent and accurate records are maintained throughout the school and statutory and school policies are met
- Provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.
- Actively promote equality of opportunity by assisting the Head of School in ensuring the school's curriculum provides the best possible education for all its pupils, considering all groups of pupils, including vulnerable groups

**Developing self and others**

- Performance manage staff (as determined by the Head of School), including carrying out appraisals and holding staff to account to their performance
- Manage staff well with attention to workload and wellbeing
- Support staff to access appropriate, high standard professional development opportunities
- Seek updates with developments in education and engage in training and continuing professional development to meet own needs.

**Leadership & Management**

- Assist the Head of School in all aspects of the day to day administration and organisation of the school, including taking responsibility for agreed areas
- Contribute to the policy and strategic development of the school, including assisting in formulating the Learning Improvement Plan priorities
- Assist the Head of School in school self-review and evaluation and in the effective planning and management of school resources to secure improvements
- Participate in recruitment and selection, as agreed with the Head of School
- Provide an excellent role model for all members of staff and for pupils in all aspects of school life.
- Establish and oversee systems, processes and policies so school operates effectively
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Ensure school improvement strategies are effectively implemented
- Play a key role in the school's pastoral system, supporting staff, pupils and parents when necessary.
- Assist in facilitating good communication within the school and sustain the personal motivation of staff
- Be a designated signatory on behalf of the specific school as defined by the Scheme of Financial Delegation.
- Undertake the responsibility of a key holder and associated tasks as delegated by the Head of School.
- Deputise for the Head of School as and when required.

**Communication and relationships**

- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Develop and maintain good relationships with parents and the local community.
- Attend regular meetings, in accordance with the school policy and to lead such meetings as required
- Take whole school assemblies and to support staff with assemblies
- Work with the Governing Body as appropriate
- Work successfully with other schools and organisations, within and beyond the Federation
- To prepare and present reports, as required, to e.g. governors, parents, outside agencies
- Attend occasional meetings during evening hours as required

**Safeguarding and Promoting the Welfare of Children**

- Assume the role of deputy designated safeguarding lead (DSL) in line with Keeping Children Safe in Education and the responsibilities that role encompasses
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding
- To support Head of School in ensuring confidential record keeping within the school.

**School specific responsibilities:**

- Have responsibility for a class
- Take on the role of a year group and / or phase leader
- To take full responsibility for leading and managing one or more major aspects of the school's provision, including curriculum area(s) as determined by the Head of School
- Lead Teaching Assistants, taking responsibility for their performance management
- Take a leading role in improving the involvement of parents, carers and the community in the life of the school, including FoBIS
- To undertake such duties associated with the role as delegated by the Head of School.