

# Birkbeck Primary School

## Job Description

**Job Title:** Assistant Head Teacher

**Salary Range:** L6-L10, OUTER LONDON

**Reporting to:** Head Teacher

### Responsible for:

The Assistant Head Teacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

### Main Purpose

The Assistant Head Teacher will support the Head Teacher and Deputy Head Teacher in:

- Communicating the school's vision compellingly and supporting the Head Teacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Be responsible for subject leadership, specific areas of wider school responsibility, staff development (eg professional development, coaching, mentoring for ECTs etc)
- Support the community links at the school
- Be a Deputy DSL

The Assistant Head Teacher will also have a timetabled teaching commitment – this will be class based and/ or may include covering too – this complies with the Teachers' Standards and modelling best practice for others.

The specific areas of responsibility may change from time to time depending upon the focus of the school, however subject and phase leadership will be required. The specific areas of responsibility will be agreed with the Head Teacher on analysis of the skills of the workforce and the needs of the school.

They may also be required to undertake any of the duties delegated from the Head Teacher.

### Duties and Responsibilities

#### School Culture and Behaviour

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure a sense of belonging for all stakeholders with inclusion at the heart of this

#### Teaching, Curriculum and Assessment

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Lead on assessment strategies for their subject/year group/phase leadership, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Effectively use formative assessment to inform strategy and decisions
- Ensure that summative assessments are accurate and judgements are analysed to support all pupils making progress (Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, those with social care involvement or who speak English as an additional language)
- Support the analysis of data and pupil progress to ensure reportable data outcomes at all levels are aspirational
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Promote a culture and practices that enables all pupils to access the curriculum
- Ensure staff are equipped to support adaptive teaching
- Have ambitious expectations for all pupils

### **Organisational Management and School Improvement**

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community and working with the local authority
- Conduct monitoring to ensure that the school is making progress towards its strategic goal and staff are celebrated/supported as required
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of any budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff Management and Professional Development**

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Performance manage staff, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Support the school's aim of having quality instructional coaching throughout the school and be a coach
- Where needed, be a student/ECT mentor or induction tutor
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

### **Governance, Accountability and Working in Partnership**

Under the direction of the Head Teacher or Deputy Head Teacher, the Assistant Head Teacher will:

- Work with the governing board as appropriate

- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Support pupil leadership opportunities in the school
- Develop and maintain community links, including supporting the Friends of Birkbeck, community council and other links

**Other Areas of Responsibility**

The specific areas of responsibility may change from time to time depending upon the focus of the school, however subject and phase leadership will be required. The specific areas of responsibility will be agreed with the Head Teacher on analysis of the skills of the workforce and the needs of the school.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

*This job description may be amended at any time in consultation with the postholder.*

Line manager's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_ Date: \_\_\_\_\_