



Brackley
Junior School
CHURCH OF ENGLAND

Assistant Headteacher Job Description

Employment details	
Job title	Assistant Headteacher
Reports to	Headteacher
Hours of work	Full-Time
Salary	Leadership Scale 1 or 2 £47,185 - £48,366
Due to an anticipated expansion in pupils' numbers at Brackley C of E Junior School we are looking to appoint a class based Assistant Headteacher to join our friendly and supportive school team. Ideally, we would like this individual to start January 2024 however, we are keen to appoint the right person for the position and therefore we are willing to be flexible on this. The ideal candidate will be an outstanding practitioner, an experienced curriculum and team leader, a leader in assessment for learning and assessing pupils' progress and have had experience in being part of the SLT. They will be able to articulate the principles of best practice, be able to demonstrate how they have developed mutually respectful relationships and provide evidence on their ability to support training and development to ensure 'quality teaching first', The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children especially through enrichment, creative learning, extended services, partnerships and collaboration. The Assistant Headteacher will be a model professional setting an excellent example to teaching and support staff. They will actively and demonstrably promote achievement through building and implementing agreed school policies. The Assistant Headteacher will lead by example in their own teaching practice, and by positively encouraging and supporting all members of staff. The Assistant Headteacher will work to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated curriculum and well-matched learning opportunities for all pupils.	
General duties	
- Take a central role in assisting the Headteacher, Deputy Headteacher, and Governing Body to develop our school in accordance with its shared values and Christian ethos; and our school development plans, procedures, policies and distinctive approaches. - Fulfil the role of Leader of Curriculum and Assessment who will, together with the senior leadership team, work to ensure all pupils reach their fullest potential through our shared vision and distinct Christian ethos, a rich and varied curriculum, and effective assessment practises. - Undertake the usual responsibilities of a class teacher, whilst taking responsibility for leading other class teachers across other subject areas and UPK2. - Take lead responsibility for ensuring that pupils' personal, emotional and academic needs are prioritised by providing strategic leadership across the school.	

- Contribute to a safe and welcoming learning environment for pupils, particularly for those who may be vulnerable.
- Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement. Develop and enhance parental partnerships across the school, support parents and work as the key lead with complaints across the school.
- Contribute to the development of the school as a community within the community, strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
- Seek opportunities to invite parents, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community

Leadership and management of subject areas and phase

- Work in very close partnership with and support the Headteacher and Deputy Headteacher in the effective day to day management of the school and school community including:
 - recruiting and inducting staff;
 - developing and implementing health and safety policies;
 - leading assemblies and staff meetings;
- Work with the Headteacher and Deputy Headteacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision.
- Work with the whole staff to develop a strong distinct Christian ethos and learning environment that has at its centre high expectations of learning, creativity, well-being, academic achievement and behaviour.
- Work with the Headteacher and Deputy Headteacher in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of each key stage.
- Take a lead role in the senior management team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. This includes leading in AfL, and school assessment.
- Take responsibility for collating evidence for specific sections of the school's Self Evaluation Form especially those relating to standards and attainment.
- Lead teachers and team leaders / post-holders to ensure that all assessment policies and protocols are in place and up to date and where possible recognised and validated quality assurance awards are secured.
- Hold subject leaders to account to ensure that the curriculum is fit for purpose, enables children to make maximum progress, is consistent across the school and is reviewed on a regular basis.
- Manage CPD around assessment practises and the curriculum for classroom-based staff ensuring their needs are identified and met through quality training opportunities within available resources.
- With the Headteacher and Deputy Headteacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.
- Ensure safeguarding procedures are fully upheld at all times.
- Lead on providing effective and strong support for all pupils, developing strategies to raise the self-esteem and aspirations of learners, and on agreed whole-school responsibilities.
- Ensure that parents, pupils and other relevant individuals are well-informed about pupil attainment and progress.

Additional duties

- Undertake additional duties as reasonably expected under the direction of the headteacher.

Assistant headteacher person specification

Qualifications and training

- Qualified teacher status
- 2:1 or above degree in subject area or a relevant subject
- Willing to undertake further training

Skills and experience

- At least two years in a leadership and management role in a school environment
- Experience of leading, monitor and review curriculum areas across Key Stage 2
- Working effectively with vulnerable pupils
- Liaising with a range of agencies and professionals to support pupils as well as working closely with the LA

Knowledge

- Proven experience of high standards of primary classroom practice
- Experience of implementing, leading and seeing to fruition an initiative across the school
- Evidence of a clear view about how to develop learning, teaching and the curriculum across a Key Stage
- Evidence of the skills and abilities required to advise teachers in their planning, teaching, assessment and day-to-day issues.
- Evidence of the ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.
- Evidence of good organisational skills to create and maintain a stimulating learning environment,
- Evidence of a broad understanding of relevant legislation and educational developments
- Evidence of the ability to effectively evaluate the performance of pupils in class and across the school
- Evidence of the ability to maintain effective classroom discipline in a positive context and support colleagues.
- Evidence of good interpersonal skills and the ability to work effectively as a leader including maintaining good relationships with the whole school community.
- Evidence of the ability to communicate clearly both orally and in writing with pupils, parents and colleagues
- Evidence of a sound knowledge of 'Keeping children safe in education'

General Information

Brackley C of E Junior School: We are 'A caring, celebratory, courageous, Christ inspired, community rooted in love' and consequently our school is at the heart of the community in the market town of Brackley in South Northants.

It has strong links with the local parish church of St Peter's as well as many local groups leading to involvement in numerous events within the town.

Visits to the school are actively encouraged, please contact the school to arrange a convenient time.

Brackley C of E Junior School is committed to safeguarding and promoting the welfare of children and safer recruitment practice. An enhanced DBS check is required for all successful applicants and references will be requested for shortlisted applicants prior to interview and will form part of the interview process. We ask that shortlisted candidates bring in documents proving their identity and demonstrating their eligibility to work in the United Kingdom, as well as qualification documents. These documents will also be used in processing the check with the Disclosure and Barring Service. The successful applicant will be expected to have two satisfactory references and undertake a medical questionnaire. Applications will only be accepted if completed on the standard local authority form.

This post will be subject to an online search process may include searching for the candidate by name via search engines and social media platforms to analyse their online presence and ensure suitability for the position applied for.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Under the Social Security Act you have the right to make your own pension arrangements. New employees will automatically become members of the Local Government Pension Scheme.

This position is subject to six-month probation period.

Completed applications will be reviewed on an ongoing basis and should be sent to the Headteacher at head@bjs.northants-ecl.gov.uk.

Should you require any further information please contact the Headteacher at: head@bjs.northants-ecl.gov.uk.

Interviews will be held at a mutually agreeable date/time and as soon as possible.

All interested parties are encouraged to visit school; please contact the school office on 01280 707060.

Application forms available on the website 'Support Staff Application Form' or from Brackley C of E Junior School Office.