



Job Description

Post Title: Assistant Headteacher (non-class based)

Responsible to: The Headteacher

Cedar Park School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This job description should be read in conjunction with the conditions of employment in the current DCSF School Teachers' Pay and Conditions Document. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

1. GENERAL RESPONSIBILITIES

- 1.1 To have an overview of all aspects of school life and at all times promote the aims and objectives of the school and maintain its ethos and philosophy.
- 1.2 To liaise closely with the Headteacher and support the Head in all matters of agreed policy.
- 1.3 To deputise for the Headteacher whenever necessary; to assist the Headteacher in the day to day running of the school and carry out any school duties as the Headteacher may reasonably require.
- 1.4 To provide a model of good practice - of work, of classroom teaching and of professional conduct within the school.
- 1.5 To develop and maintain good liaison with parents, governors, support agencies, advisers, local schools and the local community. This will mean attending PTA run events.

2. MANAGEMENT RESPONSIBILITIES

- 2.1 To assist the Head with strategic planning for the school and the initiation, implementation, monitoring and evaluation of the School Improvement Plan.
- 2.2 To work with the Headteacher and staff to develop appropriate policies and guidelines for the efficient running of the school.
- 2.3 To share with the Headteacher the responsibility for pastoral care and of all children and staff.
- 2.4 To share with the Headteacher responsibility for high standards of pupil behaviour.

2.5 To be a leading member of the school's Senior Leadership Team and as such to:

- Attend Senior Leadership Team meetings and liaise with other senior staff in all matters relating to school management, curriculum and organisation.
- Be aware of the needs of the staff and give support and advice where necessary.
- Promote good relationships and effective communication within school and encourage staff members to plan and work co-operatively.
- Delegate, as appropriate, relevant duties to members of staff. To assist in ensuring that school policies are implemented and responsibilities are fulfilled.
- Be responsible, when appropriate, for the mentoring and support of ECTs and students and assist with the induction and support of other new staff.
- Organise, co-ordinate and support school events.

2.6 To assist the Headteacher in the organisation of classes and the deployment of staff.

2.7 To assist in the selection and recruitment of staff.

2.8 To analyse pupil progress using tracking systems to ensure priorities are appropriate; to report to Governors when required.

2.9 To carry out lesson observations in line with the school's performance management policy and in consultation with the Headteacher.

3. CURRICULUM RESPONSIBILITIES

3.1 To support the intent, implementation and review of the National Curriculum throughout the school.

3.2 To liaise with colleagues to develop and maintain guidelines and schemes of work to ensure continuity and progression across the curriculum.

3.3 To be aware of County policies, educational developments, current theories and practice and to attend relevant courses and disseminate information to staff accordingly.

3.4 To be responsible for the strategic direction and development of at least one significant curriculum area throughout the school.

4. TEACHING RESPONSIBILITIES

Teaching responsibilities will include:

- a) To cover in classes where needed.
- b) To provide classroom support to junior teaching staff.
- c) To model teaching and learning to more junior staff.
- d) To lead interventions at the request of the Headteacher.
- e) To take overall responsibility for a class/group of children if designated by the Headteacher.

5. STAFF DEVELOPMENT RESPONSIBILITIES

5.1 To assist the Headteacher in the planning, monitoring and evaluation of staff development and, when requested, the performance management of school

staff.

- 5.2 To assist in the induction of new staff providing them with appropriate encouragement, support and information.
- 5.3 To liaise with school support staff to ensure effective working practice and professional development.

6. OTHER RESPONSIBILITIES

- 6.1 To liaise with the Midday Supervisors about pupil behaviour, practice and procedural matters. To be on duty and on call at lunch time as necessary.
- 6.2 To liaise with the Headteacher and office staff in organising cover for CPD/illness.
- 6.3 To take the role of Safeguarding Deputy Designated Person.
- 6.4 To be responsible for staffroom notices and the distribution of information to keep staff informed of news, events and arrangements.
- 6.5 To be responsible for timetabling throughout the school.
- 6.6 To be responsible for organising duty, assembly and lunchtime rotas and other duties as appropriate.
- 6.7 To lead an after school extra-curricular activity.
- 6.8 To support the school council.
- 6.9 To comply with any reasonable request of the Headteacher, commensurate with the post.

7. SAFEGUARDING

- 7.1 To read and fully understand part one of Keeping Children Safe in Education.
- 7.2 To read and fully understand the school's Child Protections Policy.
- 7.3 To read and fully understand any other policy that the Head Teacher deems necessary in ensuring the safety of children.
- 7.4 To engage with safeguarding children such as basic child protection and Prevent.
- 7.5 Your role as Deputy Designated Safeguarding Lead (DDSL) will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. They may take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

The duties of this post may vary from time to time, as required by the Head Teacher, without changing their general character or the level of responsibility required.

Signed: _____

Print Name: _____
Employee

Date: _____

Signed: _____

Print Name: _____
Headteacher

Date: _____

Next review date: Annual