

**Job Description – Assistant Headteacher**

**Post**: Assistant Headteacher KS2

**Salary**: Leadership pay spine 5 to 9

**Responsible to**: Governing body and Headteacher

**Areas of responsibility and key tasks**

In addition to the requirements of a class teacher

**Strategic Direction and Development of the School**

(in co-operation with, and under the direction of, the headteacher

To:

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

**Teaching and Learning**

To:

* Develop a classroom environment and teaching practice which secures effective 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;
* Support the Headteacher in the monitoring of the quality of teaching and children’s achievements including the analysis of performance data;
* Support the Headteacher 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.
* Support and encourage phase staff to find and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
* Provide ongoing support and guidance to pupils, for example, specifically responsible for discipline and behaviour management of pupils in the phase.

**Leading and Managing Staff**

To:

* Support the headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
* Lead groups of staff in development activities, delegate appropriately and evaluate outcomes;
* Support the headteacher in the implementation of the school’s performance management policy;
* Advise on, and contribute to, the professional development of staff.

**Effective Deployment of Staff and Resources**

To:

* Support the 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;
* Manage the school effectively in the absence of the Headteacher;
* Support the 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;

* Work with the 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.

**General Information**

To:

* Provide information and advice to the Headteacher and governing body and support proper accountability processes throughput the school.
* Attend and contribute to a range of internal meetings.

**Equality of opportunity**

* As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation harassment and bullying.
* Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

**Confidentiality and Data Protection**

* To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school’s responsibilities under the General data protection regulation 2018 for the security, accuracy and relevance personal data held on such systems and ensure that all processes comply with this.

**Specific Responsibilities**

To:

* Take on specific tasks related to the day to day administration and organisation of the school;
* Take on additional responsibilities which might from time to time be determined by the headteacher.

**Leadership and Management**

* Be responsible for the quality of teaching and learning, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
* Provide professional support and encouragement to all members of staff.
* Undertake key performance management initiatives such as objective setting and monitoring or quality and performance standards of staff.
* Be responsible for the pastoral care of pupils, promoting self- discipline and good behaviour at all times, in accordance with school policies;
* Oversee the development and monitoring of curriculum provision, liaising appropriately with school leaders, class teachers and previous and subsequent key stage or year group managers;
* Support the Headteacher in the monitoring of the quality of teaching and children’s achievements across the key stage, including the analysis of performance data;
* Support the Headteacher in developing links with parents of children and managing transition.

The appointment is subject to the current terms and conditions for Assistant Headteachers in the School Teachers Pay and Conditions document and other current education and employment legislation.

The job description may be amended at any time, following consultation between the headteacher and the assistant headteacher and will be reviewed annually.