

ASSISTANT HEADTEACHER COLINDALE PRIMARY SCHOOL JOB DESCRIPTION



Post held	Assistant Headteacher
Salary scale	L9 – L13 £54,749 - £60,073 FTE
Working hours	Full-time
Report to	Headteacher

Overall purpose of the role

There are four main components to this role:

1. To be an effective member of the Senior Leadership Team.
2. Take responsibility for leading teaching, learning and improving outcomes in Lower KS2 (years 3 and 4) which includes leading and managing a team of teachers and support staff.
3. Lead the provision for pupils with English as an Additional Language (EAL) across the school, including managing the EAL team and supporting the parent community.
4. Act as a Deputy Designated Safeguarding Lead (DDSL) working closely with the other DDSLs and DSL within the school, to ensure the highest levels of safeguarding and child protection.

Key Accountabilities:

The Assistant Headteacher will take a central role as part of the senior leadership team, to develop the school in accordance with the school's values and the school development plan.

The Assistant Headteacher will support, lead and manage teaching and learning in and beyond the classroom.

In particular, the Assistant Headteacher will be required to:

Shaping the Future

- Support the Headteacher and Governors in establishing a vision for the future of the school, demonstrating inspirational leadership and creativity.
- Play a leading role in the school development planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives.
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Promote a culture of team-work, in which views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.

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Leading Learning and Teaching

- Assist in creating a safe and productive learning environment that is engaging and fulfilling for all pupils and staff.
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available.
- Provide training for staff on effective teaching and learning, which will involve some direct teaching.
- Promote the active involvement of pupils in their own learning.
- Contribute to target setting, including statutory procedures and targets for individuals and groups throughout the school.
- Support staff with strategies to promote high standards of behaviour.
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school.
- Support the development of an effective assessment framework.
- Promote the use of IT to enhance and extend pupils learning.
- Monitor and evaluate teaching and learning and provide support for colleagues in improving their classroom practice.

Developing self and managing others

- Work to ensure the highest priority is given to safeguarding and promoting the welfare of children in the school.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount.
- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school.
- Set high expectations for their own performance and that of others.
- Engage in relevant professional development activity as necessary.

Managing the organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- Create development plans in specified areas of responsibility, in order to bring about improvements.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

Securing Accountability

- Support the governing board in meeting its responsibility to account for the performance of the school.

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- Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff.
- Support staff in understanding their own accountability
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes.
- Develop and present accurate accounts of school performance to a range of stakeholders.

Strengthening Community

- Contribute to the development of the school within the community, strengthening partnerships with other schools and services.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model good relationships with parents.

General Responsibilities

- To play a full part in all aspects of strategic planning, implementation and review.
- To be the line manager for years 3 and 4 staff and the EAL team.
- To challenge and support all pastoral and academic issues.
- To undertake a range of routine duties such as assembly, break and lunchtime duties.
- To maintain a high profile and visible presence around school.
- To support a broad range of out of hours activities and events.
- To lead meetings with parents.
- Any other reasonable duties deemed necessary to ensure the smooth running of the school.

Conditions of employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing board.
- The post holder will uphold the school's policy in respect of child protection and safeguarding matters.
- Participate in training and other learning activities and performance development as required.
- Perform duties in line with health and safety requirements.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification at any time after consultation with the post holder.