



Compass Point
Primary School



Job Description

Job title: **Assistant Headteacher**

Salary: L2-7

Hours: Full time

Contract type: Temporary Maternity Cover

Reporting to: Headteacher

Responsible for: Leadership of a key stage, leadership of a core subject, leadership of key areas of school improvement

Main purpose

The assistant headteacher, under the direction of the headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Leading key areas of the school improvement plan
- Establishing policies for achieving the school's aims and objectives
- Managing staff and resources effectively
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment, complying with the teachers' standards and modelling effective practice to others.

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

Duties and responsibilities

Leadership

Under the direction of the headteacher:

- Support the headteacher in the day-to-day management of the school
- Communicate the school's vision and support the headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils

- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Lead the development of a core subject area within the school

Managing staff

Under the direction of the headteacher:

- Lead a Key Stage within the school
- Assist with the selection and recruitment of new teaching and support staff
- Performance manage key staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account for their performance
- Create an ethos within which staff are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share effective practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the local governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Curriculum development

- Lead a core subject across the school.
- Track and analyse key stage and core subject pupil performance data, paying particular attention to underperforming groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Keep up to date with developments in core subject
- Providing high quality training and support for teachers and support staff within the core subject that they are leading

Other responsibilities

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

| Criteria | Essential | Desirable |
|-----------------------|---|--|
| Qualifications | Qualified teacher status Degree Professional development in preparation for a leadership role | A nationally recognised leadership qualification eg NPQSL, NPQML, NPQH |

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| <p>Experience</p> | <p>Leadership and management experience in a school</p> <p>At least three years teaching experience within a Primary or Early Years setting</p> <p>Involvement in school self-evaluation and development planning</p> <p>Line management experience</p> <p>Experience of contributing to staff development</p> | <p>Teaching experience in more than one key stage within primary school</p> <p>Recent experience of effective leadership of a core subject</p> <p>Experience of dealing effectively with underperforming staff</p> <p>Recent experience of leading whole school professional development</p> <p>Experience of working within a school safeguarding team</p> |
| <p>Skills and knowledge</p> | <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p> <p>To have a sound knowledge of the Primary and Early Years curriculum</p> <p>To have good subject knowledge within a core area of the curriculum</p> | <p>Understanding of school finances</p> <p>Recent training within one of more areas of safeguarding</p> |

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| Personal qualities | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively The ability to work effectively within a team Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality | |
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Notes:

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