**Job Description - Assistant Headteacher (L4)**

**Main Purpose of the Role**

The Assistant Headteacher will support the Headteacher in:

* Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
* The day-to-day management of the school
* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher may also be required to undertake any of the duties delegated by the Headteacher. They will play a key role in upholding the school's vision and values, which emphasise providing a positive and enriching school life for all children, including those with special educational needs and disabilities.

**Key Responsibilities and Duties**

**School Culture and Behaviour**

Under the direction of the Headteacher, the Assistant Headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

**Teaching, Curriculum and Assessment**

Under the direction of the Headteacher, the Assistant Headteacher will:

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

**Additional and Special Educational Needs and Disabilities (SEND)**

Under the direction of the Headteacher, the Assistant Headteacher will:

* Promote a culture and practises that allow all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEND and disabilities
* Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the SEND Code of Practice

**Leadership of Maths, RE, Church Schools, Assessment**

* Lead the development and implementation of the school's maths curriculum, ensuring high-quality teaching and learning
* Lead the development and implementation of the school's RE curriculum, maintaining strong links with the local church and diocese
* Oversee the school's assessment practises, ensuring they are valid, reliable, and used effectively to inform teaching and learning
* Coordinate the school's educational visits, ensuring they are well-planned and contribute to the curriculum and pupils' broader development

**Safeguarding**

* The Assistant Headteacher will be expected to work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies. They will work closely with the Designated Safeguarding Lead to promote the best interests of all pupils, including sharing concerns where necessary. The Assistant Headteacher will play a key role in ensuring the safeguarding of all children in the school.

**Other Duties**

* Provide cover, in the unforeseen circumstance that another teacher is unable to teach
* Contribute to the recruitment and professional development of other teachers and support staff
* Deploy resources delegated to them

**Skills and Competencies**

* Strong leadership and strategic planning skills, with the ability to communicate the school's vision effectively
* Excellent knowledge and understanding of the Primary school curriculum, assessment, and pedagogy
* Proven track record of driving school improvement and raising standards
* Ability to build positive and respectful relationships with the wider school community
* Strong organisational and time management skills, with the ability to prioritise and delegate effectively
* Commitment to promoting the welfare and safeguarding of all children
* Understanding of the Church of England ethos and the role of RE in a Church school
* Proficient in the use of data and assessment to inform decision-making and improve outcomes

**Professional Development**

The school is committed to supporting the professional development of all staff, including the Assistant Headteacher. Opportunities for further training and development will be provided, aligned with the individual's needs and the school's strategic priorities.