



Elson Junior School - Assistant Headteacher Job description

Elson Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Checks along with other relevant employment checks. Our purpose is to enable all pupils to maximise their potential in all areas of their development. As a school community we celebrate achievement and always aim for progress.

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
- Managing the day-to-day operations of the school
- Formulating and implementing the aims and objectives of the school
- Establishing policies to achieve these aims and objectives
- Managing staff and resources to meet the school's strategic aims
- Monitoring progress towards meeting the school's aims and objectives

Duties and responsibilities

Teaching, curriculum and assessment

Under the direction of the headteacher, the assistant headteacher will:

- Be the lead professional responsible for raising the quality of teaching and learning and pupils' achievement, setting high expectations for students and staff
- Be able to demonstrate outstanding classroom practice themselves - the Assistant Headteacher will have a teaching commitment that will be determined based on the applicant's experience and the needs of the school
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish strong curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Ensure that the curriculum complies with statutory requirements as a minimum and that it is broad, balanced and aspirational for the children at Elson Junior School
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Lead assessment, record keeping and reporting systems to ensure they are accurate and useful to inform good quality teaching and drive improvements in pupil outcomes for all groups of children
- In line with the phases of the Hampshire Assessment Model, analyse tracking data for trends and report on these accordingly
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read to the expected standard
- Embed and maintain systematic assessment and moderation within year teams and with other schools
- Oversee the use of the school's MIS to ensure data is easy to manage in terms of workload and has a positive impact on pupil outcomes
- Ensure parents receive up-to-date and timely reports about their child's progress
- Track and analyse pupil performance data, paying particular attention to pupils who:
 - are eligible for the pupil premium funding
 - have SEN and/or disabilities
 - speak English as an additional language (EAL)

- other disadvantaged groups
- Work closely with the school's SENDCo to plan and implement interventions for pupils who are not making accelerated progress
- Provide training and support for teachers and support staff on administering the assessment system effectively
- Demand ambitious standards for all pupils, evaluate impact and report on to Governors
- Be a coach/mentor for others with the ability to model and exemplify good practice and act as consultant for other teachers

Organisational management and school improvement

Under the direction of the headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Systematically monitor the quality of teaching and learning including the analysis of performance data, the review of short- and medium-term planning, the quality of feedback to children, and scrutiny of pupils' work, in order to hold teachers to account
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Be responsible for the development and implementation of the school's Pupil Premium strategy
- Make sure school improvement strategies are effectively implemented
- Actively monitor and evaluate the impact of policies, curriculum and teaching on pupil attainment and progress
- Proactively collect and contribute evidence to the school's SEF
- Facilitate the continuous improvement cycle to ensure that targeted improvements in all subjects are achieved
- Support the headteacher with the day-to-day management of the school
- Oversee diaries and whole school calendars, ensure timetables and rotas are in place and meet the needs of the pupils, arrange cover and ensure communication across school is effective
- Manage the school in the absence of the headteacher and in line with agreed policies
- To contribute to the school improvement plan, to effect sustained improvements on pupil outcomes
- Support the distribution of leadership throughout the school
- Stay up-to-date with trends in education and educational research

Staff management and professional development

Under the direction of the headteacher, the assistant headteacher will:

- Performance-manage teachers, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Seek training and continuing professional development to meet their own needs
- Ensure excellent teaching in the school, including through carrying out a range of quality assurance activities throughout the year
- Plan purposeful professional development for all staff, in line with the school improvement plan
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- Support recruitment processes and the strategic deployment of staff

School culture, behaviour and safeguarding

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, belonging and engagement with learning, to support attendance
- Take shared responsibility for the pastoral care of children and staff
- Carry out duties as a Deputy Designated Safeguarding Lead
- Safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct

Governance, accountability and working in partnership

Under the direction of the headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure that parents and Governors are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Build positive and respectful relationships with all members of the school community

The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the headteacher.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Headteacher as required.

Signed:

Date: