


JOB DESCRIPTION: ASSISTANT HEADTEACHER

	Job Title	Assistant Headteacher
	School	Preston Park Primary School
	Location	College Road, Wembley, HA9 8RJ
	Grade	L11-15
	Reports to	Headteacher
	Staffing Responsibility	Teachers

Please note that this is a generic job description. The specific details of the role are provided in the Job Profile

PAY RANGE

- Leadership Spine 11-15

RESPONSIBLE TO

- The Headteacher

RESPONSIBILITY FOR – As directed by the Headteacher

- As an Assistant Headteacher you will be expected to fulfil the professional duties of a Teacher as set out in the School Teachers Pay and Conditions document.
- You will also be required to undertake a range of operational and strategic responsibilities as indicated. The list below is neither exhaustive nor prescriptive.
- You will play a major role, under the overall direction of the Headteacher in:

SHAPING THE FUTURE

The AHT will be a visionary leader who will:

- Support the SLT in establishing a vision for the future development of the school
- Contribute to and communicate the school's shared vision
- Contribute to the identification of key areas of strength in the school as well as those to develop
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations
- Promote a culture of team work in which the views of all members of the school community are valued and taken into account.
- Drawing on research and educational developments to improve practice at Preston Park

LEADING ACHIEVEMENT

The AHT will be an outstanding practitioner who will:

- Share responsibility for the analysis of the school's performance and progress data, to ensure that improvements and interventions are appropriate
- Provide support for staff in improving their classroom practice and improving outcomes for all children
- Promote the active involvement of pupils in their own learning
- Ensure that all achievement targets are appropriate and aspirational
- Lead and support strategies to promote the very highest standards of behaviour
- Contribute to the development of a broad, rich, exciting creative and challenging curriculum that is aspirational and meets the needs of pupils across the school
- Promote the use of modern technologies to enhance and extend pupils' learning
- Monitor and evaluate classroom practice providing effective and efficient feedback to move learning on
- Challenge underperformance at all levels, securing corrective action, follow up and support

DEVELOPING SELF AND OTHERS

The AHT will be reflective, collaborative and:-

- Be a role model for the whole school community, setting high professional standards and supporting the vision, ethos and culture of the school
- Treat people fairly, equitably and with dignity and respect
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals
- Manage own workload and that of others to allow for an appropriate work/life balance
- Will be self-reflective, review own practice, set personal targets and take responsibility for their own personal development
- Set high expectations of your own performance and that of others
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Engage in relevant professional development as appropriate

MANAGING WITHIN THE ORGANISATION

The AHT will be an excellent manager who will:

- Produce and implement clear evidence-based improvement plans and policies to develop the school
- Liaise with the Governing Body as appropriate
- Take responsibility for the appraisal of identified staff

- Ensure resources are used effectively and efficiently so that the school demonstrates value for money

SECURING ACCOUNTABILITY

The AHT will:

- Ensure that staff are appropriately held to account and that student progress is not hampered by inadequate provision
- Present a coherent and accurate account of performance to a range of stakeholders
- Ensure Quality Assurance systems in the school are followed assiduously
- Support staff in understanding their own accountability
- Develop a shared ethos around corporate responsibility for outcomes

STRENGTHENING COMMUNITY

The AHT will appreciate the value of a strong community and be able to:

- Promote equal opportunities and challenge all forms of prejudice
- Develop and sustain effective partnerships with parents / carers
- Embrace and celebrate diversity in all forms through a variety of curricular and learning opportunities
- Liaise with other agencies to ensure that student needs are met
- Ensure that communication between school and home is effective

SAFEGUARDING

- The AHT will be fully committed to the safeguarding and promoting of the welfare of children and young people in every regard

Job Profile:

Assistant Headteacher