

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Assistant Headteacher
<b>RESPONSIBLE TO:</b>	Headteacher
<b>LOCATION:</b>	Riverview Infant & Junior School
<b>PAY RANGE:</b>	Leadership scale L1 - L5

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### **Purpose of the Job:**

The Assistant Head Teacher, under the direction of the Head Teacher, will take a role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources.
- Monitoring progress towards the achievement of the school's aims and objectives.
- They may also be required to undertake any of the duties delegated from the Head Teacher.

### **MAIN ROLES AND RESPONSIBILITIES**

#### **Leadership**

Under the direction of the Head Teacher or Deputy Head Teacher:

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

	<ul style="list-style-type: none"> <li>• Lead on a specific phase or area of responsibility.</li> <li>• Lead on particular whole-school strategies and policy areas.</li> <li>• Build positive relationships with members of the school community.</li> <li>• Keep up to date with developments in education.</li> <li>• Seek training and continuing professional development to meet own needs.</li> </ul>
<p><b>Managing Staff</b></p>	<p>Under the direction of the Head Teacher or Deputy Head Teacher:</p> <ul style="list-style-type: none"> <li>• Assist with the selection and recruitment of new teaching staff.</li> <li>• Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.</li> <li>• Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.</li> <li>• Commit to their own professional development, proactively identifying development opportunities.</li> </ul>
<p><b>Modelling best practice for teachers</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.</li> <li>• Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.</li> </ul>
<p><b>Systems and Processes</b></p>	<p>Under the direction of the Head Teacher or Deputy Head Teacher:</p>

	<ul style="list-style-type: none"> <li>• Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.</li> <li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.</li> <li>• Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.</li> <li>• Work with the governing board as appropriate.</li> <li>• Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.</li> <li>• Support distribution of leadership throughout the school.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues,</li> </ul>

	<p>receive support from others in areas of development.</p> <ul style="list-style-type: none"> <li>• To fulfil any other duties as required by the Headteacher with the agreement of the post holder.</li> </ul>
<p><b>Data Protection Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Promote a culture of data protection within the school, ensuring that staff understand and adhere to data protection policies.</li> <li>• Work closely with the DPO to implement and monitor data protection practices.</li> <li>• Report any data breaches, potential breaches, or subject access requests (SARs) to the designated Data Protection Officer (DPO) and/or onsite data protection lead promptly.</li> <li>• Review data protection concerns or breaches, ensuring that corrective actions are taken promptly.</li> <li>• Ensure that all staff receive appropriate data protection training.</li> <li>•</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.***

### PERSON SPECIFICATION

CRITERIA	QUALITIES
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A relevant degree (or equivalent)</li> <li>• Professional development in preparation for a leadership role.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school.</li> <li>• Teaching experience (in more than one setting / context preferable).</li> <li>• Involvement in school self-evaluation and development planning.</li> <li>• Line management experience.</li> <li>• Experience of contributing to staff development.</li> </ul>

<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships.</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding and equality.</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve.</li> <li>• Understanding of school finances.</li> </ul>
<p><b>Skills, Abilities and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Positive pupil attitudes and good engagement with learning and leads pupils in the pursuit of excellence</li> <li>• The ability to demonstrate good subject and curriculum knowledge</li> <li>• Excellent organisational and time management skills and an ability to prioritise</li> <li>• A thorough knowledge and understanding of how children learn, develop and progress through life stages and events</li> <li>• How IT can be used effectively to motivate children to learn - and to have a level of IT skills.</li> <li>• How to plan, deliver, monitor and evaluate both teaching and the English curriculum</li> <li>• How to monitor, record and extrapolate relevant information to evaluate pupil progress and development and report to parents, Leaders and other professionals and agencies</li> <li>• Up to date knowledge of current developments in education</li> </ul>

<b>General</b>	<ul style="list-style-type: none"><li>• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools</li><li>• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil</li><li>• Good understanding of and commitment to child protection procedures</li><li>• Understand procedures and legislation relating to confidentiality</li><li>• Be prepared to develop and learn in the role</li></ul>
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**Postholder's**

**signature:** \_\_\_\_\_

**Postholder's**

**name:** \_\_\_\_\_

**Date:** \_\_\_\_\_