

Job Description

Job Title: Assistant Headteacher (Class based)

Scale: L7-11

Responsible to: Headteacher

- To monitor and be accountable for the achievement and progress of pupils within a phase or year group
- To analyse assessment data and identify areas of under achievement, implement appropriate interventions and evaluate their effectiveness
- To be a member of the Senior Leadership Team and attend leadership meetings as directed by the Headteacher
- To report to the Senior Leadership Team who oversee Achievement and Teaching and Learning across the school
- To lead meetings for planning, moderation of work and pupil progress meetings
- To work with a team within the school to ensure effective communication, continuity and dissemination of information
- To contribute to whole school planning and the formulation of the School Development Plan
- To lead an area of the curriculum across the school
- To contribute to monitoring and evaluation of school priorities
- To raise standards of teaching and learning through identifying strengths and weaknesses and ensure that an appropriate support plan is implemented that is reviewed regularly
- To lead meetings with staff, parents and outside agencies
- To support new staff and offer appropriate induction
- To lead training as appropriate
- To identify their own training needs and actively participate in their performance management
- To be responsible for the pastoral care of children within the school as and where necessary

The above is in addition to the Class Teacher Job Description

It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Other Responsibilities:

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the schools Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

All Enfield Learning Trust Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the trust
- Be committed to achieving the trust values
- Work to develop the school as a successful inclusive trust
- Respond promptly to concerns from parents, staff or students
- Promote the trust in the community
- Work in partnership with all colleagues including the Local Education Committee and Trustees
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All Enfield Learning Trust schools are committed to Safeguarding. Therefore, all employees working at this school must have the ability to work in a way that promotes the safety and well-being of our pupils. All candidates are required to complete the school's 'Keeping Children Safe in Education' declaration and will be asked to apply for an Enhanced Check from the Disclosure and Barring Service (DBS). For posts in regulated activity, this will include a barred list check.

Person Specification

Post Title: Assistant Headteacher

Reports to: Headteacher

References (R) Interview (I) Application form (A)

Qualifications	Essential	Desirable	Evidence
Qualified Teacher Status	X		A
Degree	X		A
Management Qualification / Experience		X	A R I

Experience	Essential	Desirable	Evidence
To have had at least 4 years successful teaching experience of more than one key stage in the primary age range		X	A I
To have recent Senior Management experience in the primary age range, including collecting and collating information to support performance management		X	A I
To have had additional responsibility (ies) for a curriculum area(s) and experience of turning policy into effective and successful practice.	X		A I
To have a thorough knowledge of the new National Curriculum – including EYFS		X	A I R
To have had experience of planning and delivering school based INSET		X	A I
Experience of coaching and mentoring NQTs and other colleagues to effect school improvement		X	A I
Ability to show impact of leading whole school developments		X	A I
Experience of effective teaching, assessment and target setting	X		A I
Leadership of a significant area or phase including the responsibility for raising standards. Clear understanding of how this contributes to the School Development plan	X		A I

Knowledge and Understanding	Essential	Desirable	Evidence
A clear understanding of the essential qualities necessary for effective teaching and learning	X		A I
Ability to create a dynamic and personalised curriculum that enriches and enhances provision, built on outstanding use of formative assessment	X		A I
Ability to help refine our approach to curriculum planning, assessment and reporting to increase pupil achievement	X		A I
Ability to create bespoke provision maps with targeted intervention strategies for all vulnerable pupils or groups of children with additional needs	X		A I
Ability to develop the whole school-learning environment, whether physical or virtual, to improve pupil engagement, raise achievement and provide a stimulating space to learn and play		X	A I
An excellent classroom practitioner, delivering at least consistently good and frequently outstanding lessons, and the ability to demonstrate outstanding practice	X		A I R
To have good organisational skills, and can work to deadlines	X		A I R
To have the ability to be able to manage, lead and motivate staff, working collaboratively and effectively with others	X		A I R
The ability to analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for improvement in an area or phase		X	A I
The ability to develop and review systems within an area or phase to ensure robust evaluation of performance and actions to secure improvements		X	A I
Can share insight and works to influence the school development plan		X	
Manages, monitors and reviews data to ensure consistency and undertake benchmarking to maintain key performance indicators		X	A I
Promotes the effective use of existing technologies to support teaching and learning	X		A I
Experience of dealing with situations that may include tackling difficult incidents and conflict resolution		X	A I
Is aware of different leadership styles and analysis of self		X	

Personal Qualities			
Be willing to work in partnership with all stakeholders	X		A I
Be committed to the safeguarding and welfare of all pupils	X		A I
Be committed to maintaining a good work-life balance	X		A I
Be organised, able to work to deadlines and use own initiative	X		A I R
Have a good sense of humour		X	A I