 Greenleys Junior School

* **Assistant Headteacher Job Description**

LEARNING *for* LIFE

|  |  |
| --- | --- |
| **Job role:** | Assistant Headteacher |
| **Scope:** | Operational & strategic leader |
| **Salary grade:** | L2 to L6 |
| **Accountable to:** | Head of School |
| **Line management structure (current):** | Head of School, Executive Headteacher |
| **Liaising with:** | All internal and external stakeholders |

**1.0 Introduction**

At Greenleys Junior School we expect the best. To support all staff to reach these high expectations we use a number of key documents to ensure that the job role is clear. Set out below are the key elements of the role. It is important to note that extracts of larger documents have been used to maintain manageability in job description length; the entire original document should be digested as part of this process.

This job description represents the usual duties and requirements of the position, however, the job holder may be required to carry out other duties in line with their ability, training and level of authority. The school reserves the right to change the job with prior notice. The job description does not form part of the Contract of Employment.

**2.0 Key Documents**

* **School teachers’ pay and conditions document**.
* **Teachers’ Standards** document (updated June 2013).
* Information on pay progression and salary bands can be found in the **LA Pay Policy for Teaching Staff**
* **Greenleys Junior School Code of Conduct.**
* All policies relating to **Safeguarding and Child Protection**.

Most documents listed above are available on the school website [www.greenleysjunior.org](http://www.greenleysjunior.org) or the internet.

If anything further is required please contact the school office on 01908 312551 for more information.

**3.0 Safeguarding, Child Protection and General Responsibilities and Expectations**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
* Participate in training and other learning activities and performance development as required.
* Contribute to the overall ethos/work/aims of the school.
* Attend relevant meetings.
* To maintain confidentiality.

Greenleys Junior School is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the School’s Code of Conduct, safeguarding policies/procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives. All school based posts are defined as Regulated Activity and therefore this post is subject to an **Enhanced with Barred List Disclosure & Barring Service check**.

**4.0 School Teachers Pay and Conditions Document**

At Greenleys Junior School we abide by the School Teachers Pay and Conditions Document. Below is a small section of the document as a reference for this Job Description. It is important to note that the entire document is valid.

The Assistant Headteacher will be responsible for working with (and accepting delegated responsibility from) the Head of School (HoS) or Executive Headteacher (EHT) on the following key school leadership and management areas:

**4.1 Strategic direction and development of the school**

* Working with the HoS and EHT to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
* Acting as a “sounding board” and “critical friend” to the HoS and EHT, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the HoS and EHT and Governing Body.

**4.2 Teaching and learning**

* Providing an example of excellence as the leading classroom practitioner and inspiring and motivating other staff.
* Working with the HoS and EHT to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupils’ achievement, and use benchmarks and set targets for improvement.

**4.3 Leading and managing staff**

* Working with the HoS and EHT to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
* Efficient and effective deployment of staff and resources.
* In consultation with, and by the direction of the HoS and EHT, deploy people and resources efficiently and effectively to meet specific objectives in line with the school’s plans and financial context.

**4.4 Accountability**

* Supporting the HoS and EHT in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

**4.5 Specific Duties**

* To work with the HoS, EHT and Governing Body to:

(i) contribute to a positive ethos for learning and lead on behaviour management.

(ii) ensure that the typical quality of teaching, learning and assessment is always good or better and that Learning Study is used effectively to develop practice.

(iii) lead all Subject Leaders to ensure that GJS provides an exciting, stimulating and broad curriculum which covers all statutory areas.

(iv) overtly promote the values and achievements of the school to the community.

(v) ensure that attainment and progress data is moderated and accurate and informs teaching and learning. Also ensure that regular Pupil Progress Meetings are undertaken and all staff are fully accountable for all pupils’ progress through the school.

(vi) undertake such reasonable activities as the HoS, EHT and Governors may, from time to time, require.

And be responsible for:

**4.6 Teaching**

* Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Participate in arrangements for preparing pupils for external examinations.

**4.7 Whole school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
* Subject to paragraph 53.7 (STPCD) supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

**4.8 Health, safety and discipline**

* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils.

**4.9 Management of staff and resources**

* Direct and supervise support staff assigned to them and, where appropriate, other teachers.
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy resources delegated to them.

**4.10 Professional development**

* Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
* Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

**4.11 Communication**

* Communicate with pupils, parents and carers.

**4.12 Working with colleagues and other relevant professionals**

* Collaborate and work with colleagues and other relevant professionals within and beyond the school.

**5.0 Part Two: Personal and professional conduct**

At Greenleys Junior School an Assistant Headteacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct. This should also be read in conjunction with Greenleys Junior School Code of Conduct.

* Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
  + treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position
  + having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
  + showing tolerance of and respect for the rights of others
  + not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
  + ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law.
* The AHT must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
* The AHT must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**6.0 General**

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. The Head of School or Executive Headteacher may require particular additional duties to be undertaken to suit the specific school’s requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.