



Assistant headteacher job description

Employment details	
Job title	Assistant headteacher
Reports to	Headteacher
Hours of work	Full Time
Salary	L1 - L3

General duties

- Be an active member of the SLT and assist the headteacher in leading the school.
- Undertake the usual responsibilities of a class teacher, whilst taking responsibility for leading and supporting other class teachers across the school.
- Take lead responsibility for ensuring that pupils' personal, emotional and academic needs are prioritised by providing strategic leadership across the school.

Contribute to a safe and welcoming learning environment for pupils, particularly for those who may be vulnerable

Leadership and management of subject areas and phase

- Take responsibility for all teaching staff and curriculum support staff and lead on core subjects.
- Lead on providing effective and strong support for all pupils, developing strategies to raise the self-esteem and aspirations of learners, and on agreed whole-school responsibilities.
- Implement and review the curriculum and its assessment alongside the headteacher.
- Monitor, evaluate and review the effectiveness of curriculum policies.
- Plan, allocate, support and evaluate the curriculum work undertaken by groups and individuals, ensuring clear delegation of tasks and responsibilities.
- Liaise with the headteacher to monitor and evaluate the quality of teaching and standards of learning and achievement for all pupils, including those with additional learning needs and SEND.
- Ensure that parents, pupils and other relevant individuals are well-informed about pupil attainment and progress.
- Lead processes for identifying and supporting vulnerable learners and those with SEND, ensuring the availability and implementation of appropriate support and intervention.



- Ensure curriculum and KS arrangements maximise pupils access, choice and opportunities, and teaching and learning strategies are adapted to support pupils where necessary.

Accountability

- Assist the governing board in its responsibility to monitor the school's performance.
- Collaborate with the headteacher to manage performance and be responsible for the overall performance of school staff.
- Support staff to be accountable for their own performance and develop approaches to review and evaluation.
- Make use of attainment data to set challenging yet realistic targets for pupils and analyse the outcomes of groups of pupils as well as individual pupils.
- Maintain and present accounts of the school performance to the school's stakeholders.
- Ensure all performance is up to standard and seek ways to develop management and leadership skills.
- Be accountable for having a strong awareness of the school's policies and procedures.
- Promote the safeguarding of all pupils in accordance with the school's Child Protection and Safeguarding Policy.
- Report any safeguarding concerns to the DSL without delay.
- Monitor pupil attendance and address areas of concern.

Additional duties

- Undertake additional duties as reasonably expected under the direction of the headteacher.
- Play a key part in promoting pupil wellbeing.
- Communicate with pupils and parents and listen to any concerns.
- Lead training and support for staff members to enhance their performance.
- Analyse data on attainment, attendance, behaviour, exclusions and wellbeing to inform future improvement.

Assistant headteacher person specification



Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> Qualified teacher status Willing to undertake further training 	<ul style="list-style-type: none"> Post-graduate qualification First-aid certificate
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Lead, monitor and review curriculum areas across a KS Work effectively with vulnerable pupils Liaise with a range of agencies and professionals to support pupils as well as working closely with the LA Effective communication with parents Experience of teaching children across the age range Be an outstanding practitioner with experience of preparing the children for Year 6 SATS 	<ul style="list-style-type: none"> At least two years in a leadership and management role in a school environment Have contacts with relevant external agencies
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrate a clear understanding of subject areas across primary age range Show an understanding of relevant legislation and educational developments Demonstrate different teaching methods and how teaching should be adapted to cater for pupils' different needs Demonstrate effective intervention strategies to improve the quality of teaching and learning Show how resources can be managed and developed effectively Demonstrate knowledge of the 'levels of intervention' framework Demonstrate a sound knowledge of 'Keeping children safe in education' 	<ul style="list-style-type: none"> Strong understanding of school guidance and legislation
Personal traits	



Griffydam
Primary School

Achieving Together

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Headteacher: Miss Victoria Wills BSc (Hons) NPQH

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The successful candidate will be

- A good communicator.
- Able to manage performance with sensitivity and understanding.
- Able to use their own initiative.
- Able to work well as an individual and as part of a team.
- Able to motivate themselves and those around them.
- Approachable, empathetic and personable.



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