

Harlesden Primary School

Job Description

Assistant Headteacher

POST	ASSISTANT HEAD TEACHER
JOB PURPOSE:	<ul style="list-style-type: none"> • To carry out the duties of this post in line with the remit outlined in the <i>School Teachers' Pay and Conditions Document</i> including the conditions of employment for Assistant Headteachers. • To assist the headteacher in the organisation, management and development of the school. • To assume responsibilities of the headteacher in the absence of the Deputy Headteacher. • To be responsible for promoting and safeguarding the welfare of children and young people within the school. • To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances. • To work within the leadership group promoting high quality, optimum standards and high achievement in all areas. • To facilitate and encourage learning experiences which provide learners with the opportunity to achieve their potential and to contribute to raising standards of their attainment. • To carry out the professional duties of a teacher.
REPORTING TO:	THE HEAD TEACHER
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • Supporting the Headteacher and Deputy Head in providing the vision, leadership and direction to ensure that the school is managed and organised to meet its aims and targets, in a positive united way. • Working with others, to evaluate the school's performance to identify priorities for continuous improvement and raising standards: ensuring opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives, and to be a member of the Senior Leadership Team. • Supporting the Headteacher and Deputy Head in the day-to-day management, organisation and administration of the school. • Maintaining close daily contact with the Headteacher, Deputy Head, and staff to facilitate good communication. • Acting as an excellent role model of professionalism at all times: being well-organised, working to deadlines, providing an excellent model for personal attendance & punctuality, ensuring, as a minimum, personal working hours which reflect those of the majority of teachers. • Securing with the Headteacher and Deputy Head, the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards locally. • Helping the Headteacher and Deputy Head to draw on the school community to create a productive learning environment that is engaging and fulfilling for all learners. • Assisting all staff to maintain positive attitudes and good relationships. • Ensuring high quality teaching and learning, standards and provision.
MAIN DUTIES. A. SHAPING THE FUTURE	WITH THE HEAD TEACHER AND DEPUTY HEAD: <ul style="list-style-type: none"> • To ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all. • To work with the school community to translate the vision into agreed objectives and operational plans that will promote and sustain school improvement. • To develop the school's strategic plan by contributing to the priorities for the

	<p>school development plan ensuring that strategic planning takes account of the diversity, values and experience of the school and community at large.</p> <ul style="list-style-type: none"> ● To implement the agreed aims of the school, consulting and liaising with the leadership group, SLT and other staff, to establish priorities and ensure that agreed policies are carried out. ● To demonstrate the vision, values, standards and expectations in everyday work and practice. ● To motivate and work with others to create a shared culture and positive climate and promote good working relationships and a team spirit amongst the staff. ● To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence. ● To represent staff views to the leadership group and equally ensure that the leadership group view is relayed to the staff in a positive united way. ● To help with the provision of training and support for staff in all areas of Teaching and Learning.
<p>B. LEARNING AND TEACHING</p>	<p>WITH THE HEAD TEACHER AND DEPUTY HEAD:</p> <ul style="list-style-type: none"> ● To ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning. ● To lead on the development and implementation of action Plans. ● To contribute to the determination, organisation and implementation of a diverse, flexible curriculum and assist in the implementation an effective assessment framework. ● To take a senior position in the development of new and emerging technologies to enhance and extend the learning experiences of pupils. ● To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning. ● To demonstrate and articulate high expectations and monitor the targets set for the whole school community. ● To support the implementation of strategies that secure high standards of behaviour and attendance across school - working with the leadership group to manage pupils' behaviour, ensuring that school policy is followed consistently and communication is maintained with pupils, staff and parents. ● To lead and/or support in specific curriculum projects, according to the needs of the school.
<p>C. DEVELOPING SELF AND WORKING WITH OTHERS</p>	<ul style="list-style-type: none"> ● To keep abreast of current developments in education generally and leadership and management in particular. ● To be responsible for own professional development ● Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture. ● To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities. ● To maintain effective strategies and procedures for staff induction, professional development and performance review. ● To support effective planning, allocation, and evaluation of work undertaken by teams and individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities. ● To acknowledge the responsibilities and celebrate the achievements of individuals and teams. ● To maintain a culture of high expectations for self and for others. ● To regularly review own practice, set personal targets and take responsibility for your own personal development. ● To manage your own workload and that of others to allow an appropriate work/life balance. ● To provide an excellent model for personal attendance and punctuality,

	<p>ensuring, as a minimum, personal working hours that reflect those of the majority of teachers.</p> <ul style="list-style-type: none"> • To support new members of staff, ECTs and students as appropriate.
<p>D. MANAGING THE ORGANISATION</p>	<p>WITH THE HEADTEACHER AND DEPUTY HEAD:</p> <ul style="list-style-type: none"> • To support with the supervision of pupils at lunchtime; being also entitled to a reasonable break in the school day. • To lead school assemblies. • To lead staff meetings and INSET as necessary. • To share responsibility for timetables and rotas with the Deputy Head in order to ensure good use of resources and staff deployment. • To maintain and support the organisational structure that reflects the school's values and enables the management systems, structures and processes to work effectively in line with legal requirements. • To assist with the recruitment, retention and deployment of staff and help them to manage their work load to achieve the vision and goals of the school. • To help to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. • To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money. • To use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
<p>E. SECURING ACCOUNTABILITY</p>	<p>AS DIRECTED BY THE HEADTEACHER AND DEPUTY HEAD:</p> <ul style="list-style-type: none"> • To challenge underperformance at all levels and ensure effective corrective action and follow-up is put in place and has an impact on improvement. • To support in dealing with specific staffing issues, especially in terms of teamwork, capability, or discipline. • To take part in performance management as a team leader. • To fulfil commitments arising from contractual accountability to the governing body. • To assist with the developing of individual staff accountabilities that are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • To work with the governing body and individual governors (providing information, objective advice and support) to enable them to meet their responsibilities. • To present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers. • To be actively involved in whole school monitoring, evaluation and review programmes.
<p>F. STRENGTHENING COMMUNITY</p>	<p>WITH THE HEADTEACHER AND DEPUTY HEAD:</p> <ul style="list-style-type: none"> • To work closely with partners in other schools in order to develop initiatives, share good practice and promote higher standards. • To assist in promoting parental involvement in pupils' learning, participating actively in parent and community events and working closely with staff to develop and maintain good relationships. • To secure the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards locally. • To collaborate with other agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families. • To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values to the wider community. • To develop strong home-school links and early partnership with parents including workshops, homework, transition arrangements etc.

G. GENERAL DUTIES.	<p>To undertake such duties at the direction of the head teacher as may reasonably be required by the changing needs of the school.</p> <p>A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances therefore it is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation. Any such further reasonable direction to you, not covered by the above, will be the responsibility of the Head teacher.</p>
H. SPECIFIC RESPONSIBILITIES	<ul style="list-style-type: none"> • To observe, analyse and monitor particular aspects of the School Improvement Plan in line with the school monitoring programme. • To mentor and coach individual colleagues as agreed with the Headteacher and individuals after analysis and consultation. • To report to SLT, Staff, Governors and the LA as necessary and to contribute to school self-evaluation and the up-dating of the SEF. • To be a member of the School Senior Leadership Team • To attend LA training courses as agreed with the Head teacher and your own Performance Management objectives.

This job description is based on the National Standards for Headteachers
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