

As God's family, together we achieve



**HODDLESDEN
ST PAUL'S
CE PRIMARY**

Assistant Headteacher Job Description

The appointment is subject to the current conditions of employment of assistant headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011).

JOB TITLE: Assistant Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Assistant Headteacher is required to meet the teachers' standards as set out in the DfE Teachers Standards guidance and to demonstrate consistently high standards of principled and professional conduct.

The Assistant Headteacher has a key role, assisting the Headteacher, other school leaders and the Governing Body to develop our school in accordance with our core Christian values and School Improvement Priorities by providing leadership to various aspects of school life.

The responsibilities comprise of core responsibilities and key responsibilities. Core responsibilities are consistently applied in the role and key responsibilities will vary from time to time.

The key responsibilities for the role will be identified as part of the annual performance management process and will include a range from the list below:

1. Achievement
2. Curriculum
3. Teaching and Learning
4. Community, equality, diversity, and inclusion
5. Safeguarding and health and safety
6. EYFS

Core Responsibilities

- Work with the Headteacher and other school leaders to provide effective organisation and leadership of the school to ensure it reflects the schools core Christian values and operates effectively and efficiently.
- Work collaboratively and co-operatively as part of the school and leadership team and to support the roles of colleagues in the team.
- Develop effective relationships and communications which underpin a professional learning community that enables everyone in the school to achieve.
- Develop effective team communication to ensure staff involvement in the school's development plan and ensure they are kept informed of key priorities and developments.
- Ensure individual staff accountabilities are clearly defined, understood, and agreed.
- Contribute to the creation of an inspiring, professional work environment consistent with the school's values and aspirations for all.
- Work with the Headteacher, other school leaders and the Governing Body to ensure the school meets its statutory responsibilities.
- Lead projects to support the development of excellent and consistent practise.
- Ensure every child has access to high quality teaching and learning through modelling, coaching, and sharing good practice across the school.
- Serve as a role model with exemplary good practice in both teaching quality and wider leadership of learning.
- Provide inspiration and strategic leadership to ensure the school delivers the highest standards of learning.
- Ensure curriculum provision is in line with the school's [CUBE](#) curriculum model.
- Manage any budgets associated with areas of responsibility.
- Provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher and Deputy Headteacher.
- Work closely with senior leaders by taking an active role in the management of appropriate ongoing training and development of all staff in the context of school development.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust and its schools.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with the line manager.
- Publicly support all decisions of the senior leadership team and Governing Body.
- Ensure that all duties and services provided are in accordance with the School's Inclusion, Equality and Diversity Policy.
- Comply with the GDPR Policy when handling personal data in the course of employment including personal data relating to any employee, pupil, or other parties.

Key Responsibilities

1. Teaching and Learning responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- 1.3 To be responsible for a specific class or age group of children to be decided on appointment.
- 1.4 To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 1.5 Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities (e.g. for aspects of school management or the curriculum) to be agreed upon appointment.
- 2.2 To contribute to:
 - Maintaining and developing the ethos, values and overall purposes of the school
 - Formulating the aims and objectives of the school and policies for their implementation
 - A development plan which will translate school aims and policies into actions
 - Monitoring and evaluating the performance of the school
 - Implementing the Authority's and the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
 - The efficient organisation, management and supervision of school routines
- 2.3 To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

3. Curriculum Development

- 3.1 To assist in, and to lead when appropriate or when requested to:
- The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
 - Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
 - The promotion of extra-curricular activities in accordance with the educational aims of the school

4. Pupil care

- 4.1 To contribute to:
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
 - The effective induction of pupils
 - The determination of appropriate pupil groupings
 - The promotion among pupils of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
 - The development among pupils of self-discipline
 - The handling of individual disciplinary cases
- 4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils.
- 4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society

5. The management of staff

- 5.1 To participate in the recruitment and deployment of teaching and non-teaching staff of the school
- 5.2 To actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures

- 5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school
- 5.4 To implement and develop staff development policies in relation to:
- The induction of new and newly qualified teachers and other staff
 - The provision of professional advice and support and the identification of training needs
 - Students under training/work experience
- 5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- 5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6 The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 6.3 To promote a whole school environment which stimulates learning and enhances the appearance of the school.
- 6.4 To participate in the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7 Relationships

- 7.1 To advise and support the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist with the liaison with and co-operation with Authority officers and support services.
- 7.3 To promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist in liaison with other professional bodies, agencies and services.

- 7.6 To develop and maintain positive links and relationships with the community, local organisations and employers:
- To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
- 7.7 Create outward-facing schools which work with other schools, organisations and the local community– in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.

The applicant will be required to safeguard and promote the welfare of children and young people. The assistant headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to assistant headteachers.