

# Job Description

## Assistant Headteacher

### Job details

**Salary:** LDR 2 (£44,333) – LDR10 (£47,150)

**Hours:** Full time x5 days per week

**Contract type:** Full time, permanent

**Start date:** 1<sup>st</sup> September 2021 (sooner if possible)

**Reporting to:** Headteacher and Deputy Headteacher

**Interview date:** Wednesday May 5<sup>th</sup> 2021

**Responsible for:** Improving school standards, improving quality of teaching, learning assessment and curriculum.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out.

The postholder may be required to do other duties appropriate to the level of the role.

### Main purpose

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies and practices for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Lead and uphold commitment to high standards of pupil safeguarding and child protection
- Lead on, support and drive standards in teaching, learning, curriculum and assessment

The Assistant Headteacher will be non-class based but will also have some timetabled teaching commitment that will be flexible and dependent on school need. This will comply with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher.

### Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.

- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

## **Duties and responsibilities**

### **School culture and behaviour**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism at all levels.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

### **Teaching, curriculum and assessment**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read, teachers teach reading to a high standard and pupils achieve well in reading.
- Ensure high quality teaching and learning supports high standards of pupil attainment and progress across the school.

### **Additional and special educational needs and disabilities**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational management and school improvement**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

### **Staff management and professional development**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders and teachers, including carrying out appraisals and holding staff to account to their performance.
- Manage staff well with due attention to workload, wellbeing and mental health.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.
- Challenge any aspect of staff practice and behaviours that does not meet the standards expected of their role or their school.

### **Governance, accountability and working in partnership**

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

### **Other areas of responsibility**

The Assistant Headteacher will:

- Lead on the whole-school curriculum and assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents.
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language.
- Plan and implement interventions for those pupils who are not progressing.
- Provide training and support for teachers and support staff on administering the assessment system effectively.
- Support teachers to improve pedagogy.
- Lead and drive standards in teaching in English and maths
- Monitor pupil attendance and ensure it is continuously improving.
- Analysing whole-school data on achievement, attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.

## Person Specification

	Essential	Desirable
<b>Professional qualifications</b>	<p>Qualified teacher status.</p> <p>Evidence of continuing professional development in preparation for leadership.</p>	<p>Good honours degree.</p> <p>Degree specialism in maths or English.</p> <p>Any other qualifications relevant to primary teaching or leadership role.</p>
<b>Strategic experience</b>	<p>Able to demonstrate and articulate strong, clear strategic vision for exemplary primary education.</p> <p>Able to articulate how to manage change and ways to build, communicate and implement a shared vision.</p> <p>Has high expectations and standards of themselves, of others and all aspects of school life.</p> <p>Belief in pupil-centred, active learning with an ability to engage, challenge and have high expectations of children.</p> <p>Evidence of leading significant change which has positively impacted on pupil progress.</p> <p>Experience of leading a major aspect of the school's work with proven positive impact.</p> <p>An understanding of the role of Assistant Head, with potential and confidence to be successful.</p> <p>Experience and training related to a leadership and management.</p> <p>Ability to undertake the responsibility of the day-to-day management of the school in the absence of the Head/Deputy Headteacher.</p> <p>Thorough understanding of safeguarding children.</p> <p>Excellent understanding of assessment, tracking and using data to support, monitor and improve pupil attainment and progress.</p>	<p>Proven successful leadership in a school.</p> <p>Experience of school self-evaluation and the processes required to undertake this.</p> <p>Significant involvement in school improvement planning and action.</p> <p>Experience working as part of a school's Senior Leadership Team.</p> <p>Detailed knowledge of health and safety in schools.</p> <p>Ability to decide based on the wider needs of the school.</p> <p>Experience of school budget management.</p> <p>Experience of working with or part of a governing body.</p> <p>Experience as DSL/DDSL.</p> <p>Experience in monitoring progress and attainment across a school.</p>

	<b>Essential</b>	<b>Desirable</b>
	<p>Ability to interpret data honestly, critically and reflectively and contextualise it to drive school improvement.</p> <p>Ability to anticipate and solve problems.</p> <p>Understand the need to develop and sustain a safe, secure and healthy school.</p> <p>Experience of developing, implementing, monitoring and evaluating school policies.</p> <p>Able to plan, prioritise and organise own workload and that of others.</p> <p>To translate care and concern for pupils into practical actions that make pupils feel safe and enables pupils to succeed.</p> <p>Firm understanding of the relationship between teaching and learning, curriculum, attendance, engagement, pupil behaviour and safeguarding.</p>	
<b>Teaching and Learning</b>	<p>Passion, enthusiasm for teaching and learning, with the ability to inspire others.</p> <p>Excellent understanding of what constitutes high-quality teaching and the ability to model excellent practice and support others to improve.</p> <p>At least 5 years full time classroom experience.</p> <p>An outstanding classroom practitioner with recent experience teaching key stage two and a track record of good/outstanding teaching.</p> <p>Excellent understanding of assessment and how to use to it to maximise pupil progress.</p> <p>Experience of improving the quality of teaching of others.</p> <p>Experience of leading school improvements in either English, Maths, Curriculum and Assessment.</p> <p>Excellent knowledge of the National Curriculum at KS2.</p>	<p>Experience of working within a leadership team to monitor, evaluate and improve teaching across a school.</p> <p>Experience of teaching across the primary age range including Y6.</p> <p>Experience of teaching in a range of schools.</p> <p>Experience of monitoring and evaluating curriculum delivery and outcomes.</p>

	<b>Essential</b>	<b>Desirable</b>
	<p>Excellent understanding of progression in skills, knowledge and understanding within KS2 curriculum.</p> <p>Proven success in raising standards of attainment and progress at the end of KS2.</p> <p>Up to date knowledge of a range of strategies to raise standards in teaching and learning.</p>	
<b>Working with others and relationships</b>	<p>Excellent interpersonal, communication and organisational skills.</p> <p>Understands the importance of and can foster working in partnership with colleagues and all stakeholders.</p> <p>Ability to inspire confidence, respect and trust.</p> <p>Commitment to working collaboratively and supportively within the school team, making positive contributions to all aspects of school life and school improvement.</p> <p>Thorough understanding of the relationship between managing performance, professional development and school improvement.</p> <p>Ability to relate well to individuals and groups and communicate effectively with internal staff, parents, governors and external agencies.</p> <p>Experience of leading and supporting staff development through mentoring, coaching, performance management and effective feedback.</p> <p>Able to employ a range of strategies to engage with parents to secure best outcomes for pupils.</p> <p>Able to listen, reflect and act on feedback from stakeholders as appropriate.</p> <p>Active commitment to the wider school community and the wider curriculum beyond school.</p> <p>Thorough understanding for need for confidentiality.</p>	<p>Experience of managing difficult situations and conflicts and resolving them effectively.</p> <p>Experience in effectively utilising coaching model for staff development.</p> <p>Experience of leading a project to enhance the school's provision and reputation in its community.</p>

	<b>Essential</b>	<b>Desirable</b>
	<p>Strong sense of emotional intelligence and how to adapt response and style to meet needs and context of situations.</p> <p>Able to effectively prioritise, delegate to others, monitor and supervise to achieve targets.</p>	
<b>Personal skills and attributes</b>	<p>Inspires confidence, trust and integrity.</p> <p>Energetic, enthusiastic with the ability to motivate others.</p> <p>Demonstrates commitment, professionalism and loyalty to the school, openly modelling its standards, aims and values.</p> <p>Excellent communicator able to do so effectively and concisely.</p> <p>A good listener capable of empathy, caring and making reasoned and considered judgements.</p> <p>Possesses a positive, proactive, can do attitude.</p> <p>Relishes challenge and seeks solutions.</p> <p>Capable of working effectively within a team and independently using own initiative.</p> <p>Approachable with a good sense of humour, accessible and flexible.</p> <p>Strongly values professional development, professional reading and research.</p> <p>Strong work ethic with ability to work effectively under pressure, prioritise and meet deadlines.</p> <p>Willingness to take on delegated tasks relevant to the role.</p> <p>Ability to use and understand discretion, confidentiality and professionalism as a role model and leader.</p> <p>Knows when to support or challenge others.</p> <p>Knows themselves as a learner and as a leader and can adapt to a range of situations and contexts to best effect.</p>	<p>Experience of working with and developing links with parents, governors and with wider community.</p>

	Essential	Desirable
	<p>Knows when to ask for support.</p> <p>Able to learn from mistakes and accepts feedback and advice.</p> <p>Commitment to safeguarding and equality, ensuring personal beliefs are not expressed in ways that exploit the position.</p>	
<b>Accountability</b>	<p>Understands the role of the senior leadership team and how the Assistant Head teacher will assist the SLT in carrying out school improvement and the day-to-day leadership of the school.</p> <p>Respects and values a structure of accountability and the purpose it serves.</p> <p>Can demonstrate experience of being accountable to school leaders, to parents and to the wider community.</p> <p>Understands the role of Ofsted.</p> <p>Can demonstrate successfully holding individuals or teams to account for pupil outcomes.</p> <p>Holds themselves to account for success and failure.</p> <p>Experience of challenging and supporting others to achieve school targets.</p>	<p>Understands the role of the governing body and how the Assistant Headteacher will assist the governors in carrying out their responsibilities effectively.</p> <p>Has comprehensive understanding of school data and how benchmarking can be used effectively to support school improvement.</p> <p>Experience of reporting/presenting on an aspect of school standards or improvement to a range of audiences.</p> <p>Effective line manager with experience of performance management to hold others to account.</p>
<b>Other</b>	<p>A proven record of excellent attendance.</p> <p>Smart, professional appearance.</p>	