

JOB DESCRIPTION –

Assistant Headteacher

SCHOOL –

John Hunt Academy

L2 – L5

Responsible to: The Headteachers of John Hunt Academy

Job Purpose: To promote professional leadership and management within John Hunt Primary School; to secure high quality teaching that promotes the highest standards of learning and achievement for all pupils.

In addition to the job requirements set out in the School Teachers' Pay and Conditions Document the Assistant Headteacher, working closely with the Headteachers and SLT, is responsible for:

- Supporting the Headteachers in all areas of school life.
- Assisting the Headteachers in the day-to-day running of the school.
- Making a positive contribution to the John Hunt Primary Senior Leadership Team.
- Supporting the Headteachers to deliver improvement within the school and effective development of the school
- Carrying out the professional duties of a teacher.
- Take responsibility for the development, leadership and management of a curriculum area(s) or whole school aspect(s), as agreed from time to time by the Headteacher (determined on appointment).
- Safeguarding the welfare of children and young people and managing child protection issues, as Deputy Designated Safeguarding Lead.
- Coordinating the creation of timetables and day-to-day rotas and ensuring they are implemented.
- Overseeing and supporting Assessment across the school; Implementing, monitoring and evaluating strategies for raising standards.
- The induction of new staff across the school and lead mentor for newly and recently qualified teachers & staff in the school.

Under the overall direction of the Headteachers, plays a lead role in the strategic leadership of the school:

- Responsible for supporting the development of the School Self-Evaluation and Improvement Plan.
- Responsible for the strategic and operational leadership of the school as a member of the Senior Leadership Team.
- Working collaboratively with the Senior Leadership Team.
- Developing the aims and objectives of the school, and establishing the policies through which they are to be achieved.
- Liaising with the Governing Body and key stakeholders.



- Promoting a high quality of teaching and learning. Providing quality assurance in teaching and learning standards.
- Proactively managing staff and resources.

Key Accountabilities

Shaping the Future of the School

- In partnership with the Headteachers and wider SLT establishing and implementing an ambitious vision and ethos for the future of the school, ensuring the highest standards are provided for children and young people with autism.
- To work with the Headteachers and SLT in developing a school improvement plan that aims to raise levels of achievement and expectation for all pupils and that creates the environment necessary for all children to learn, make progress and feel proud of their achievements.
- Leadership and management of the required department and key stage phase.
- Play a leading role in the school self-evaluation planning process.
- Motivate others to create a shared learning culture and positive climate.
- To support the Headteachers on management of staff to enable effective curriculum delivery.
- Devise, implement and monitor action plans and other policy developments.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Teaching and Learning in the School

- Support the Headteachers in ensuring a continuous and consistent school-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Ensure the curriculum is creative and delivered with high standards of expectation that maximises achievement of pupils whilst minimising all forms of educational disadvantage.
- Monitor, evaluate and review practice and promote improvement strategies.
- Mentor, guide and advise new teachers to the school.
- Motivate support and direct staff to achieve the highest possible standards.
- Support the Headteachers in the development and delivery of training.
- To undertake any professional duties, reasonably delegated by the Headteacher.

Standards/ Review and Pupil Progress

- Support the Headteachers to monitor, evaluate and track pupil's learning to ensure pupils across the school make necessary progress.
- Observe colleagues at work to improve their practice and to inform future school development.



Promoting Positive Behaviour

- Promote good behaviour amongst the school community in accordance with the Behaviour and Anti-Bullying policies and procedures.
- Ensure good behaviour practice and sensory regulation opportunities are maintained, reviewed regularly and embedded.

Promoting High Levels of Attendance

- Rigorously monitor persistent absence and take positive action with individuals and families to improve attendance

Securing Accountability

- To support the Headteachers in identifying school needs by a process of school self-assessment, as agreed by the Trust. To assist in the monitoring and review of the outcomes of this self-assessment.
- Ensure, in conjunction with the Headteachers, every child has access to high quality teaching and learning within the school.
- Understand the limitations of finance and develop strategies that ensure value for money across the curriculum and key areas of responsibility.

Strengthening Community

- To promote and strengthen effective relationships with the local community and appropriate organisations and agencies to the benefit of the school.
- To ensure parents are given regular and accessible information about the school curriculum, the progress of their children, and other matters affecting the school; Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Collaborate with other agencies to ensure pupil and community needs are met, including Speech and Language Therapists, Occupational Therapists and Health Services.
- Promote positive relationships and work with colleagues in other schools and external agencies to share and/or adopt good practice.
- Develop effective partnerships with parents to support and improve pupils' achievement and personal development.
- Promote the positive involvement of parents/carers in school life; delivering parents meetings, annual reviews and welcoming parents into all aspects of school life.
- Work with the Headteachers in developing the policies and practices, which promote Health and wellbeing.
- Maintain links with other schools and agencies appropriate to the work of the department.

Safeguarding and promoting the welfare of children

- Promote and protect the health, safety and welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school, including acting as one of the schools designated lead people for safeguarding.
- To be responsible for promoting and safeguarding the welfare of children in your care and those you come into contact with.

- To ensure that safeguarding procedures are followed closely by all staff.
- To be committed to pupils' individual social and educational development.

Other Duties

- Daily and weekly duties to be agreed with the Headteacher.
- To undertake any other reasonable duties that may be required from time to time commensurate with the post of Assistant Headteacher.

Personal Development

- To keep abreast of current educational research and policy and ensure that it is integrated into practice across John Hunt as appropriate and in agreement with the Headteacher.
- Actively engage in personal and school CPD – regularly reflecting on your own practice, working towards personal targets and by participating positively in wider school CPD focus'.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes, or if the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed, but it will be reviewed annually as part of the appraisal process or as appropriate.

Signature of Post Holder _____

Date _____

Signature of Headteacher _____

Date _____