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| **Job Title** | Assistant Headteacher |
| **Grade** | L1 to L5 |
| **Reports to** | Deputy Headteacher and Headteacher |
| **Key Purpose of the job** | The Assistant Headteacher will support senior leaders in the effective day-to-day management of the school and school community including managing staff, sourcing and delivering staff training, leading assemblies and responding to the views, needs and requests of children, staff, parents, governors and visitors.  The Assistant Headteacher will have responsibility for a KS2 Class 3 days a week and will be released for leadership time for the equivalent of 2 days a week in addition to their statutory PPA time.  The Assistant Headteacher will carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for assistant headteachers and the school’s own policy. |
| **Specific Responsibilities** | |
| * Work with the Leadership Team, staff and governors in the development, implementation and review of school improvement plans, including regular monitoring and evaluation of standards and quality of provision. * Support the day-to-day running of the school with the Headteacher, including timetables, assemblies, meetings and whole school events. * Drive a positive ethos for learning. * Promote an exciting, stimulating and creative curriculum. * Promote the values and achievements of the school to the community through the website and social media. * To build and strengthen parental engagement and be approachable to families. * Undertake such reasonable activities that the Headteacher, Deputy Headteacher and Governors may from time to time require. | |
| **Strategic Direction and Development of the school** | |
| * As a member of the Senior Leadership Team, to drive the vision and direction of the school. * To set and maintain high expectations of pupils’ behaviour and achievement. * With the SLT members and Governors, set aspirational aims and objectives for the school through the School Development Plan. * To develop and monitor policy and practice as directed by the Headteacher and Governing Body. * To work with senior leaders to review and evaluate the deployment and management of resources to secure improvement. * To support and implement all decisions of the Headteacher and Governing Body. | |
| **Teaching and Learning** | |
| * To be a credible role model and act as a leading classroom practitioner by inspiring and motivating other staff. * To work with the Senior Leadership Team to sustain high expectations and outstanding practice in teaching and learning throughout the school. * To monitor and evaluate the quality of teaching and standards of pupil’s achievement. * To contribute to the planning of observation cycles and book scrutiny. | |
| **Leading and Managing staff** | |
| * To comply with and adhere to all school policies. * To work with the SLT to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. * To support the Headteacher and Deputy Headteacher with Performance Management of all staff. * To contribute to the design of an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management. | |
| **Deploying staff and resources** | |
| * In consultation with, and by the direction of the Headteacher and Deputy Headteacher, deploy staff and resources efficiently and effectively. * To apply all safeguarding policies and measures when deploying staff. | |
| **Accountability** | |
| * To support the Headteacher and Deputy Headteacher in accounting for the efficiency and effectiveness of the school to all relevant stakeholders, including reporting to Governors. * To take responsibility, with the DSL and Headteacher, for safeguarding the welfare of children and young people within the school. * To comply with individual responsibilities, in accordance with the role, for health and safety in the setting. * To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy. | |