



Assistant Headteacher Job Description

This is a senior post within the school's staffing structure, which carries with it membership of the Leadership Team. The post holder is accountable to the Headteacher. As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key leadership and management areas. This will involve accepting responsibility for aspects of these key areas. The Assistant Headteacher will have a teaching commitment. This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

Job Purpose

Under the overall direction of the Headteacher the Assistant Headteacher will play a key role in:

- Supporting the Headteacher and Local Governing Body in establishing a vision for the future of this Church school; demonstrating inspirational leadership and creativity and ensuring the success of the school within the overall framework of the Multi Academy Trust, ODST.
- Leading teaching and learning and establishing policies and practices through which learning shall be achieved.
- Leading on the quality of education, including leading on curriculum planning for the school.
- Working alongside the Local Governing Body, the Headteacher, staff, parents/carers and children to develop and implement a strategic School Development Plan, promoting excellence, equality and high expectations of all children.
- The monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school.
- Creating a safe and productive learning environment that is engaging and fulfilling for all pupils and staff.

Main Activities & Responsibilities

Shaping the Future

- Support the vision, ethos and policies of the school.
- Play a key role in the school development process, supporting the creation and implementation of school development plans, taking account of the agreed priorities of the school and how these link with National and local initiatives.
- Take sole responsibility for appropriately delegated aspects of the school development plan.
- Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing the curriculum and associated schemes of work.
- Support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on school self-evaluation.
- Ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- Enable the views of both parents/carers and children to be heard and considered.
- Promote opportunities for networking with other schools.

Leadership

- Work with the Headteacher to act as a spiritual and academic leader of the school.
- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own professional development.
- Support the leadership team in developing positive working relationships with and between all staff.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Support the leadership team in the implementation of the school's performance management policy, this includes leading the appraisal process for Support Staff.
- Support the Headteacher in working with parents and the wider community.
- The post holder may be asked to stand in for the Headteacher in their absence.

Teaching and Learning

- Provide an example of 'excellence' as a leading classroom practitioner.
- Work with the Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement and use benchmarks to set targets for improvement.
- Support staff with advice on lesson design, strategies for successful teaching and learning and classroom organisation.
- Support the Headteacher with monitoring, evaluating and tracking pupils' learning and achievement to ensure pupils across the school are progressing well.
- Use data and assessment information to understand the strengths and areas for development in the school.

Effective deployment of staff and resources

- Support the leadership team in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Support the leadership team in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Work with the leadership team and Local Governing Body in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

Accountability

- Provide information and advice to the leadership team which supports proper accountability processes throughout the school;
- Support the Headteacher and Local Governing Body in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.

Teaching Responsibility

- This role has a teaching commitment. This includes the effective management and organisation of the classroom and complying with school practices to enable children to achieve well.

Equal Opportunities

- Support the school's Equal Opportunities policy.

Safeguarding

- To uphold and be an advocate for the school's Safeguarding & Child Protection policy and procedures to promote and safeguard children's welfare.
- To hold the role of Deputy Designated Safeguarding Lead