

Job Description: Assistant Headteacher

Start Date:	September 2021
Responsible to:	Headteacher
Location:	Lilliput CE Infant School
Salary:	L1 – 5 (£42,195 – £46,566)
Hours of work:	Full-time
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

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
- Driving the school's improvement journey
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also be a Year leader, subject leader and have a teaching commitment as well as non-contact time, to be confirmed, complying 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.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.

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
- Be able to support colleagues to provide the best education for the children of the school

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 in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- 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, learning and curriculum

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

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Promote an inclusive culture and practices that enable all pupils to access the curriculum

Organisational management and school improvement

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

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- 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 team members, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- 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 needs

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

Whilst every effort has been made to explain the main duties and responsibilities of the Assistant Headteacher role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Assistant Headteacher**

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of, and commitment to, continuing professional development 	<ul style="list-style-type: none"> • Child Protection Training Level 3
Experience:	<ul style="list-style-type: none"> • Proven success as an outstanding primary school teacher. • Experience of leading the professional development of staff within the context of school improvement. • Experience in areas of school improvement and OFSTED • Experience of supporting children's wellbeing and enabling them to be ready to learn 	<ul style="list-style-type: none"> • Experience teaching and/or leading in Key Stage 1/EYFS • Experience of personnel management • Significant experience in subject leadership and senior management. • Experience of managing substantial change across a subject area or whole school. • Evidence of recent training in whole school leadership and management.
Practical Skills:	<ul style="list-style-type: none"> • Ability to identify clear priorities and plan carefully to achieve objectives. • Experience of delegating, supporting and monitoring the work of others. • Confidence to make difficult decisions for the good of the school and the ability to manage the outcome strategically. • Knowledge of recent national strategies and the ability to implement them within the school context. • Good oral and written communication skills. • Good ICT skills. • Commitment to inclusion and parent/carers engagement. • Ability and knowledge to promote pastoral systems and safeguard the welfare of staff and pupils at the school. • Good organisational skills – able to prioritise workload to ensure deadlines are met. 	<ul style="list-style-type: none"> • A thorough and excellent understanding of Teacher Appraisal. • Ability to use and manage data effectively towards outstanding school performance.

Personal Qualities and Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills (pupils, staff, parents/carers). • Ability to enthuse and motivate colleagues. • Ability to work collaboratively. • Ability to communicate clearly and work effectively with all stakeholders. • Ability to work on own initiative, make decisions and solve problems. • Highly effective presentation and training delivery skills. • Ability to lead by example. • Ability to work effectively in partnership with the Headteacher and senior leadership team. • A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level. • Reliability and integrity shown in all areas of working. • Flexible, listens and is prepared to seek advice and support. • “Can do” / “no excuses” approach. • Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times 	<ul style="list-style-type: none"> • Experience leading and managing teams to raise standards.
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS Check 	

The post holder may be required to travel to other local sites, including other CLP schools.