

LITTLE STANION PRIMARY SCHOOL

Job Description Assistant Headteacher

The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting delegated responsibility for aspects of these key areas.

Core Purpose and Accountability

- To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Undertake the professional duties of the Assistant Headteacher reasonably delegated to you by the Headteacher
- Undertake the professional duties of the Headteacher, in the event of her absence from the school.
- In partnership with the Headteacher, the other Assistant Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To provide professional leadership and management of School Development Plan priorities

Strategic direction and development of the school

- Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
- Acting as a "sounding board" and "critical friend" to the Headteacher, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Headteacher and Governing Body.
- Support the Headteacher in: Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all Demonstrating the vision and values of the school in everyday

work and practice Motivating and working with others to create a shared culture and positive climate.

- Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
- Support the Headteacher in managing subject development plans which contribute positively to the achievement of the School Improvement Plan and which actively involves all staff in its design and execution.
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment.
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
- Work with outside agencies and stakeholders to inform future action.

Teaching and learning

- Providing an example of excellence as the leading classroom practitioner and inspiring and motivating other staff.
- Working with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement, and use benchmarks and set targets for improvement.
- You are to carry out the duties of a school teacher. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Little Stanion Primary.
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.
- All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.

- All staff will take an active role in the School Self Evaluation process. As Assistant Headteacher you will be expected to work alongside the Headteacher to regularly monitor and manage the School Improvement Plan and the School Self Evaluation.
- All staff are expected to actively undertake professional development through keeping abreast of the latest developments both locally and nationally.

Developing Self and Working with Others

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including her/his own continuing professional development.
- Work with the Headteacher to build a professional learning community which enables others to achieve.
- Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development.
- Be committed to your own professional development.
- Implement successful performance management processes with allocated team of staff.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

Efficient and effective deployment of staff and resources

- In consultation with, and by the direction of the Headteacher deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plans and financial context.

Strengthening Community

- Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement.

- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
- Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.
- Work with the Headteacher to develop and maintain community links in the local area, taking into account the needs of the local area and the current lack of local infrastructure and support for both children and adults.

Securing Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that children enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
- Provide guidance on a choice of teaching and learning methods/strategies:
 - Coach and mentor
 - Model and demonstrate
 - Act as a consultant for other staff
 - Exemplify good practice

- Undertake shared planning, team teaching etc
 - Develop and implement systems for recording individual pupil's progress.
 - Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

Specific Duties

To work with the Headteacher and Governing Body to:

- (i) Contribute to a positive ethos for learning.
- (ii) To be responsible for behaviour policy & practice across the school.
- (iii) Provide an exciting, stimulating and broad curriculum.
- (iv) Overtly promote the values and achievements of the school to the community. Promote and secure a range of high quality extra-curricular activities within the school.
- (v) To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children.
- (vi) To lead the Performance Management of a group of teachers.
- (vii) To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout)
- (viii) Undertake such reasonable activities as the Headteacher and Governors may, from time to time, require.
- (ix) Secure assessment and attainment tracking to inform teaching and learning
- (x) Lead the day to day running of the school for the Headteacher in her absence.