



St Peter's
Church of England
Primary School



Peter Hills
with St Mary's & St Paul's
Church of England School



St Jude's
Church of England
Primary School

Job Description and Person Specification-Assistant Headteacher

Job Title: Assistant Headteacher

Reports To: Interim Headteacher

Location: Peter Hills CE school

Job Purpose

To work in partnership with the Interim Headteacher, Deputy Headteachers and Assistant Head (SEND) as a member of the Senior Leadership Team (SLT), in securing high quality teaching and learning, accelerating progress and raising standards across the school.

Responsibilities

- To provide leadership and management to staff at all levels, in order to promote an excellent quality of teaching and learning across KS1 and KS2.
- Coach and Mentor teachers to improve their quality of teaching and learning
- Lead on a curriculum area, an aspect of school provision or initiative as agreed with the head teachers, in order to address school improvement
- To support the Co Heads and Deputy Heads in the day to day running of the school – be able to act as Head of school site in their absence.

Key Functions

- Contribute to the strategic leadership of the school, including monitoring and evaluation, identifying priorities and improvement planning
- Analyse data and benchmarks to monitor the progress in every child's learning, year on year , within each key stage
- Be responsible for evaluating actions and strategies taken to raise standards across both key stages

Specific Responsibilities

- Leading by example and demonstrating outstanding teaching which effectively impacts on learning to a high standard
- Maintaining an informed judgement on the quality of teaching and learning across each key stage, through analysis of pupil progress data, lesson observations, pupil work scrutiny and lesson planning
- Providing a strategically planned programme of support to individuals and teams through; team teaching, modelling lessons, supporting daily/weekly planning, facilitating the sharing of good and outstanding practice, observing colleagues and providing constructive and tactful feedback; planning and implementing relevant CPD for individuals
- Develop and maintain positive links with parents, carers and the community
- Lead meetings and Insets to disseminate information, solve problems and make decisions
- Challenge underperformance and ensure corrective action and follow up
- Encourage risk taking to create an individual approach to the delivery of the curriculum
- Undertake training and other learning activities and attend relevant meetings as required

Safeguarding & Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to



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share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it is essential you know what actions to take.

Annual safeguarding training is offered to all staff across the partnership, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school/partnership at the reasonable discretion of the head teacher. This job description does not form part of the contract of employment.

It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

FACTORS	MEASURED BY
<p><u>ESSENTIAL QUALIFICATIONS AND SKILLS</u></p> <ul style="list-style-type: none"> ● Qualified Teacher status ● Clear communication/questioning skills – precise approach to written communication ● ICT competent – Able to use IWB, excel, Word, Email ● A full Enhanced Disclosure with Child Barred List check from the Disclosure and Barring Service (DBS) ● Right to Work in the UK ● Proven track record of leading whole school improvement as SLT and/or subject leader ● Experience in working in a diverse environment including experience working with children who have special educational needs (SEND) or other vulnerable groups ● Evidence of being an excellent practitioner, able to lead by example ● Evidence of working with staff to develop action plans and hold colleagues to account 	<p><i>Candidates will be measured by their Application form, References, Observation, Interview and statutory pre-employment checks</i></p>



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<p><u>ESSENTIAL</u> TEACHING ABILITY & CURRICULUM UNDERSTANDING</p> <ul style="list-style-type: none"> ● Evidence of successful classroom practice ● Knowledge of strategies to support learning, progress and standards across the curriculum ● A clear understanding of the National Curriculum and of modern truly interactive primary school teaching techniques. ● Knowledge and experience of curriculum planning and assessment. ● Effective classroom management skills – able to provide an effective environment for learning ● Ability and willingness to teach across all Key Stages. ● Commitment to the involvement of parents in their children's learning. ● A commitment to the integration of children with SEND in the mainstream school environment. ● Understanding of child development and ability to recognise and respond to the individuality of pupils. 	<p><i>Candidates will be measured by their Application form, References, Observation and Interview</i></p>
<p><u>ESSENTIAL</u> OTHER QUALITIES</p> <ul style="list-style-type: none"> ● Well-developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents and pupils. ● Ability and commitment to work closely as part of a team. ● Willingness to contribute to all areas of school life. ● Strong commitment to the importance of the school as part of the community. ● A strong belief in the importance of the development of the emotional, cultural/spiritual/sporting interests of the child. ● Excellent organisational skills. 	<p><i>Candidates will be measured by References, Observation and Interview</i></p>

*** The elements of this job description are revised periodically and may change according to the needs of the school*