

Talbot Primary School
JOB DESCRIPTION

Job Title: Assistant Headteacher

Location: Talbot Primary School

Grade: L5-L9

1. PURPOSE OF THE JOB

To assist the Headteacher and Deputy Headteacher with the leadership, management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency, with particular responsibility for continually raising the standards of teaching and learning in Key Stage One, Phonics and Reading across the school.

To play a major role in assisting the Headteacher and Deputy Headteacher to:

- Formulate the aims and the objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

If the Headteacher is absent from the school an Assistant Headteacher may choose to undertake their professional duties to the extent required by the Headteacher or not.

The Assistant Headteacher will also have a timetabled teaching commitment of 60%, complying with the Teachers' Standards and modelling best practice for others.

2. CONSULTATION

In carrying out these duties, to consult with, where this is appropriate, with the Headteacher, the authority, governing board, the staff in school, parents and carers, pupils and the wider community.

3. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

4. DUTIES AND RESPONSIBILITIES

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivates and works with others to create a shared culture and positive climate through leadership of Key Stage One, 3-11 Phonics, Reading Strategy and any other school improvement priority supported by the leadership team
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning

- Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectation and set stretching targets for the whole school

- Monitors, evaluates and reviews classroom practice and manages improvement strategies.
- Analyse and interprets school data to inform class room practice across the school

Developing self and working with others

- Manages positive working relationships with all staff
- Motivates and challenges all staff to maintain high expectations of behaviours
- Develops and maintains effective strategies and procedures for staff induction, professional development and performance review

Managing the organisation

- Recruits, retains and deploys staff appropriately
- Implements evidence-based school development plans and policies for the organisation and its facilities
- Ensures that policies and practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations

Securing accountability

- Manages staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the Governing Board or sub groups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences; parents, Governors, school improvement officers and other external agencies.

Strengthening the community

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Child protection

- Ensure that the child protection policies and procedures adopted by the governing Board are fully implemented and followed by all staff
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively