

## Job Description and Person Specification

### Assistant Headteacher

Job details	
Job title	Assistant Headteacher
School	Poplars Primary School
Location	St Margaret's Road, Lowestoft, Suffolk, NR32 4HN.
Grade	L4-L8
Responsible to	Headteacher
Responsible for	Curriculum, learning, assessment and standards
Effective date	17 <sup>th</sup> April 2023 (after Easter start) or sooner if available

Purpose of the Role
<p>The Assistant Headteacher is to take a central role in assisting the Headteacher, Deputy Headteacher and Evolution Academy Trust to develop our school in accordance with its shared values and our school development plans.</p> <p>They will play a key role in wider school leadership, asking critical questions and finding solutions, so that the school continues to thrive and improve.</p> <p>If the Head Teacher/ Deputy Head Teacher is absent, the Assistant Head Teacher will deputise, as directed.</p> <p>The Assistant Head Teacher will also be expected to fulfil the professional responsibilities as set out in the School Teachers' Pay and Conditions Document (STPCD).</p> <p>Take responsibility for promoting and safeguarding the welfare of children and young people within the school.</p>
Context
<p>Job Family: Senior Leadership Team</p> <p>The Assistant Headteacher will assist the Headteacher and Deputy Headteacher to ensure pupils achieve the highest possible standards in all subject areas.</p> <p>They will provide the highest standards of leadership and management to help us in our mission to ensure our school is outstanding.</p> <p>Specifically, the post holder will be responsible for:</p> <ul style="list-style-type: none"> <li>Developing and leading the curriculum at Poplars Primary School.</li> <li>Coaching, mentoring and developing all staff within curriculum areas and beyond.</li> </ul>

<b>Accountability – Job Description</b>
<b>1. LINE MANAGEMENT</b>
<b>1a.</b> The postholder will report to the Headteacher and Deputy Headteacher.
<b>2. TEACHING, LEARNING AND ASSESSMENT</b>
<b>2a.</b> Set high expectations which inspire, motivate and challenge pupils.
<b>2b.</b> Promote good progress and outcomes by pupils.
<b>2c.</b> Demonstrate good subject and curriculum knowledge.
<b>2d.</b> Plan and teach well-structured lessons.
<b>2e.</b> Adapt teaching to respond to the strengths and needs of all pupils.
<b>2f.</b> Make accurate and productive use of assessment.
<b>3. LEADERSHIP AND MANAGEMENT</b>
<b>3a.</b> To carry out the role of Headteacher when the Headteacher/Deputy Headteacher is absent.
<b>3b.</b> To be a member of the Senior Leadership Team and help oversee the day-to-day operation of the school.
<b>4. LEADING CURRICULUM</b>
<b>4a.</b> Ensure an exceptional quality of education is provided to all pupils, including the most disadvantaged and those with SEND (working closely with the SENDCO).
<b>4b.</b> Ensure that the school's curriculum intent and implementation are embedded securely and consistently across the school.
<b>4c.</b> Ensure teachers and subject leaders have a secure and common understanding of the school's curriculum in all subjects and what it means for their practice.
<b>4d.</b> Ensure that the curriculum reflects and draws upon the school's unique local context.
<b>4e.</b> Work alongside and support subject leaders to monitor the work given to pupils, over time and across the school, ensuring that it consistently matches the aims of the curriculum and that pupils achieve because of the education they have received.
<b>5. LEADING LEARNING</b>
<b>5a.</b> Model best practice for others to see, supporting the coaching ethos within the school.
<b>5b.</b> Team teach and support teachers' planning so that lessons and sequences are designed and delivered in a way that allows our pupils to transfer key knowledge to long-term memory.
<b>5c.</b> Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in colleagues resulting in improved performance.
<b>5d.</b> Support teachers to have expert knowledge of the subjects that they teach, ensuring that pupils understand key concepts.
<b>5e.</b> Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school
<b>6. LEADING ASSESSMENT AND STANDARDS</b>
<b>6a.</b> Ensure assessment strategies help pupils to embed knowledge, to use it fluently and to develop pupils' understanding.
<b>6b.</b> Support teachers to use the school's assessment tools/procedures to inform clear next steps for learning and teaching.
<b>6c.</b> Train and support teachers and support staff on administering the assessment systems effectively.

<b>6d.</b> To set appropriate targets, lead pupil progress meetings and challenge staff further so that progress and achievement improves by class, year group and the whole school.
<b>6e.</b> Compile and analyse data, sharing it with Senior Leaders, staff and Governors, to bring forward improvements in pupil progress, well-being and achievement.
<b>7. PROFESSIONAL RESPONSIBILITIES</b>
<b>7a.</b> Make a positive contribution to the wider life and ethos of the school.
<b>7b.</b> Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
<b>7c.</b> Take responsibility for improving teaching through attending appropriate professional development and staff meetings, responding to advice and feedback from colleagues and keeping up to date with latest research and educational reforms.
<b>7d.</b> Communicate effectively with parents regarding pupils' achievements and well-being and responding to queries/concerns as they arise.
<b>8. OTHER RESPONSIBILITIES</b>
<b>8a.</b> Any other duties that the Head Teacher may from time to time ask the post-holder to perform.

Person specification	Essential	Desirable
<b>Qualifications</b>		
	<ul style="list-style-type: none"> <li>Degree or equivalent.</li> <li>Qualified Teacher Status (QTS).</li> </ul>	<ul style="list-style-type: none"> <li>Professional development in preparation for leadership e.g. NPQML or NPQSL.</li> <li>Level 3 Safeguarding Training.</li> </ul>
<b>Experience</b>		
	<ul style="list-style-type: none"> <li>Evidence of appropriate professional development for the role of Assistant Headteacher.</li> <li>Be able to demonstrate effective and successful leadership in school.</li> <li>Evidence of the implementation and development of a whole school initiative.</li> <li>To have had responsibility for policy development and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of an active involvement in school self-evaluation and development planning process.</li> <li>Experience of teaching in more than one school.</li> <li>Familiarity of working in a school situated in an area of deprivation.</li> </ul>
<b>Skills/knowledge</b>		
	<ul style="list-style-type: none"> <li>A secure and comprehensive knowledge of the National Curriculum and curriculum planning.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Evidence of sustained and successful experience as a teacher.</li> <li>• The ability to effectively use data, assessment and target setting to raise standards.</li> <li>• Be able to adapt teaching to meet the needs of all pupils.</li> <li>• Know how to support pupils facing challenging situations.</li> <li>• Committed to the values of Evolution Academies Trust.</li> <li>• Inspire, challenge, motivate and empower teams to achieve high standards.</li> <li>• Ability to manage and resolve conflict.</li> <li>• Demonstrate impact and presence.</li> <li>• Commitment to maintaining confidentiality and safeguarding and equality.</li> </ul>	
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General information
<ul style="list-style-type: none"> <li>• The job descriptions details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job.</li> <li>• Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.</li> <li>• Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>