Avanti Park Primary School
Assistant Headteacher Job Description

KEY PURPOSE OF THE JOB

- To manage for the Principal in all aspects of leadership and management and to promote and develop inclusive learning and teaching throughout the school.
- To provide leadership in the development and management of the teaching and learning of key groups of pupils including pupil premium
- To teach pupils within the school and carry out such other associated duties as are reasonably assigned by the Principal.
- Support the Principal in safeguarding and promoting the welfare of children.

SPECIFIC RESPONSIBILITIES

Leadership and Management

- To assist the Principal in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- Membership of the senior management team/core leadership team of the school, which will include a share of common SLT responsibilities such as: the daily duty team, the lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at school events, leadership of policy and procedure development
- To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the Principal and other senior staff.
- To take responsibility for developing assessment procedures and practice, in agreement with the Principal.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
- To be an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices. To actively promote the aims of the school. To offer guidance and support to colleagues.

- To take a leading role in improving the involvement of parents, carers and the community in the life of the school.
- To provide effective leadership and management to a team/teams of staff, as agreed with the Principal.
- To co-ordinate the school's continuing professional development programme for staff, including organising training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
- Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the school
- To assist the Principal in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
- To provide guidance and support to staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the Principal in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, special education needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To assist the Principal in all aspects of the day-to-day administration and organisation of the school, as agreed with the Headteacher, including taking responsibility for agreed areas, e.g. CPD, curriculum area/s, development of staff, coaching.
- To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- To effectively manage any budgets delegated by the Principal.
- To participate in recruitment and selection, as agreed with the Principal.
- Disseminate good practice across the school and coach members of staff to excellence.
- Identify resources needed to meet the needs of pupils with particular needs and identify priorities for expenditure in collaboration with the other members of the leadership team.
- Hold regular meetings with the SSC linked to areas of responsibility.

- The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
- Have a clear understanding of the School Improvement Plan and work with the leadership team to develop priorities.
- Be responsible for collating evidence for specific sections of the school's Self Evaluation Form.
- Oversee a phase and or subject-ensuring standards are high and in line with school policy.
- The line management of designated staff, which may include performance management/appraisal (in accordance with the school's performance management framework for teaching and support staff) and direct observation of teaching, learning and professional practice, training and continuing professional development
- Lead on the publicity for the school to increase pupil numbers/classes.

Teaching and Learning

- To carry out teaching duties, as agreed with the Principal, providing a model of excellence for colleagues. This may include, as required:
    - Taking full responsibility for teaching a class
    - Providing in-class support for colleagues through model lessons and team teaching;
    - Teaching booster or 'catch up' groups when needed.
- To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum, including:
    - Supporting subject leaders in developing their role, in particular in relation to raising standards;
    - Supporting teams and individuals with short term planning;
    - Organising and delivering training, as needed, to groups of school staff;
    - Supporting staff in the use of assessment information to inform teaching and learning;
    - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
    - Providing in-class support to staff, through model lessons, team teaching, observation and feedback.
- To undertake a significant role in maintaining a high standard of pupil behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.

- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To take a leading role in the management of the school system for tracking pupil premium attainment and progress.

Other Duties and Responsibilities

- To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to SSC, the Trust, LA officers, parents or outside agencies.
- To attend occasional meetings during evening hours or in school holidays, as required.
- To promote the safeguarding of children.
- To carry out duties and responsibilities in accordance with Health and Safety Policy and relevant Health and Safety legislation.
- To ensure that duties are undertaken with due regard to and compliance with the Data Protection Act and other legislation.
- To operate within the school's equal opportunities framework at all times.
- Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities.
- Covering classes, within the framework of the school's cover arrangements, where a teacher is absent; providing cover information for other teachers in the event of known and foreseen absence(s); covering for absent Assistant Headteacher colleagues and deputizing for absent Deputy Headteachers.