

# Job Description

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<b>Job title:</b>	Assistant Headteacher - Primary Phase	<b>Contract Type:</b>	Full- Time
<b>Responsible To:</b>	Headteacher Primary Phase	<b>Grade &amp; SpinePoint:</b>	L5-L9
<b>Location:</b>	St Paul's Way Primary		

## Job description:

### INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## **JOB PURPOSE**

### **MAIN RESPONSIBILITIES AND TASKS**

In addition to the duties covered by the School Teacher's Pay and Conditions Document, the post of Assistant Headteacher Primary Phase involves deputising for the Headteacher Primary Phase in his/her absence.

As a key member of the Senior Leadership Team, the Assistant Headteacher Primary Phase will have a key role in strategic leadership and development, formulating policy and monitoring our pastoral and academic provision in the Primary Phase and contribute to the wider all through school, as appropriate. The post-holder will contribute to the continued development of achievement and standards in the primary phase.

1. To contribute to and lead aspects of the Schools' Improvement and Development Plans as required
2. To embed the ethos and identity of the school to realise the potential of all SPWP pupils.
3. To ensure the safety, welfare, and pastoral care of all pupils throughout the school.
4. To ensure that procedures for safeguarding children are in place and adhered to by all staff.
5. To contribute to the development of a distinctive and ambitious curriculum which prepares students to fulfil their potential.
6. To transform the framework of expectations around pupil progress and achievement.
7. To develop, monitor and implement schools' policies as required.
8. To act as a behavioral role model to all staff and pupils.
9. To maintain a high profile around the schools, leading by example.
10. To actively work to engage parents and carers in all aspects of their child's learning.
11. To ensure accountability through regular reviews of progress and monitoring.
12. To ensure that St Paul's Way Primary & Trust School policy and practice reflect a commitment to equal opportunities and inclusion.
13. To provide support and challenge to all staff.

### **Working with others**

14. As a member of the Primary's Senior Leadership Team, to contribute to building and maintaining a culture of high expectations and achievement.
15. To advise and liaise with members of the Governing Board and Trust Partners, as appropriate and ensure that they have an accurate understanding of the work of the school
16. To organise governor visits to the schools.
17. To work with feeder nurseries and partner primary schools as appropriate.
18. To work on a range of initiatives alongside our University and Trust Partners.
19. To work with our broader community to promote St Paul's Way Primary & Trust School.

### **Achievements and Standards**

20. To act as a lead professional in the classroom promoting the highest standards of teaching and learning.
21. To coach and mentor staff and pupils to become more effective learners, teachers and leaders.
22. To promote the highest standards throughout the organisation and to robustly challenge underachievement and mediocrity in all its forms.
23. To ensure that underachieving pupils are supported appropriately.
24. To stretch and challenge all learners.
25. To promote high expectations from and towards all members of the schools' community.
26. To ensure pupils have challenging targets for achievement ensuring that these are reviewed systematically and regularly.
27. To ensure standards are met across key stages by leading targeted interventions.
28. To ensure monitoring, evaluation and review processes impact on pupil progress, providing clear information to stakeholders.
29. To ensure that parents are empowered to support and guide their children.

### **Curriculum Development, Teaching and Learning and Assessment**

1. To manage the further development of the curriculum, teaching and learning and assessment as agreed with the Executive Headteacher. This includes producing planning resources, curriculum materials, teacher guidance and assessments.
2. To act as a lead professional in the classroom promoting the highest standards of learning.
3. To coach and mentor staff and pupils to become more effective learners, teachers and leaders.
4. To robustly challenge underachievement and mediocrity in all its forms.
5. To ensure that underachieving pupils are supported appropriately.
6. To promote high expectations from and towards all members of the schools' community.
7. To ensure pupils have challenging targets for achievement ensuring that these are reviewed systematically and regularly through improvement plans.
8. To ensure standards are met across key stages by leading targeted interventions.
9. To ensure monitoring, evaluation and review processes impact on student progress, providing clear information to stakeholders.
10. To produce training resources for teachers and subject leaders to support the curriculum and assessment
11. The Lead will work closely with the schools to ensure that curriculum and assessment resources, planning documents, and wider training guidance are tailored effectively.

### **Future Teacher Training**

1. To support with the recruitment of trainees and their induction.

### **Additional Duties**

2. To play a full role within the life of the schools' community, support its ethos and encourage all staff and students to follow this example.
3. Promote and support all schools' policies.
4. Continue personal professional development.
5. Undertake any other duty as specified by the STPCD not mentioned above.
6. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

### Data and assessment

1. Responsibilities to be agreed

### Teaching

1. To act as the teacher in one or more of our schools for a period of time per week, to demonstrate curriculum delivery.

### Working Across Schools

1. To provide oral updates and written reports to the Primary Executive Headteacher and Director of Education, as required.
2. To work productively with wider central services in the Trust.
3. To engage with research and identify innovative practice in education, ensuring that UST remains an outward-looking and evidence-informed organisation.

## Common Roles of all Trust Members

### Leadership: Vision and Values

1. Lead by example, providing inspiration and motivation, and embody for the students, staff, governors, parents and wider community the vision, purpose and leadership of the Trust.
2. To ensure equal opportunities for all.
3. To be committed to safeguarding and to promoting the welfare of all young people.
4. To assist in the development of a culture and environment in which young people thrive and to drive forward innovation.
5. To drive educational standards, promote life-long learning and continually improve outcomes for all
6. Lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

### Leading and Managing Others and Self

1. Develop and maintain a culture of high expectations for self and others.
2. Regularly review own practice, set personal targets and take responsibility for own development.
3. Actively engage in the performance review process.
4. Work within the Trust's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
5. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
6. Adhere to Trust policies and procedures.

### Additional requirements

1. The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
2. Carry out the work of the job in a way that is consistent with the culture, ethos, Equalities and Inclusion policies of the school and the University Schools Trust.
3. The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
4. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
5. Complete any training required to improve performance and take part in the school performance

management systems (where relevant).

6. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

### **JOB DESCRIPTION AGREEMENT**

The post holder will be line managed and appraisal managed by: Headteacher Primary Phase

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it maybe amended at any time after consultation with you.

### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Trust's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

### **CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school, the Trust. And the local authority.

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Signed \_\_\_\_\_ Date \_\_\_\_\_ Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_ Trust Leader

## Personal Specification

Qualifications and Experience	Essential	Desirable
1. Graduate with qualified teacher status.	✓	
2. Minimum of five years teaching experience, including at least two years middle- leadership experience. Evidence of successful, outstanding teaching experience across the Primary age range.	✓	
3. Recent appropriate Continuous Professional Development.	✓	
4. Experience of successfully leading an aspect of school improvement	✓	
5. Experience of closely monitoring and raising achievement.	✓	
6. Experience of leading staff members and / or curriculum areas.	✓	
7. Outstanding classroom practitioner.	✓	
8. Experience of contributing to school development planning procedures.	✓	

Professional Knowledge and Experience	Essential	Desirable
1. Has the knowledge and understanding of current and national issues in relation to pupil development, pupil progress and raising attainment	✓	
2. Understanding of the opportunities and challenges offered by a school led system of improvement and the greater flexibility and diversity of schools.	✓	
3. Good knowledge of curriculum design and implementation	✓	
4. Knowledge of tracking and target setting to raise attainment at individual student, cohort and whole-school level.	✓	
5. Effectively manage pupil's behaviour in a positive manner with consistent, clear boundaries following the school's behaviour management policy	✓	
6. Ability to analyse data, present findings and implement improvements	✓	
7. Ability to communicate effectively, both orally and in writing with a range of audiences	✓	
8. Ability to make sound and informed judgements on the quality of teaching & learning observed, giving quality feedback using a coaching model.	✓	
9. Make professional use of ICT, administrative and organisational skills.	✓	
10. Experience in helping young people to overcome their personal, motivational, and academic challenges.	✓	

<b>Monitoring, Evaluation &amp; Review and Accountability</b>	<b>Essential</b>	<b>Desirable</b>
1. Has the skills and aptitude to lead and manage teams and to be accountable for outcomes.	✓	
1. Ability to monitor performance (pupil, curricular, phase, pastoral)	✓	
2. Is able to evaluate and review progress and evaluate and implement change as necessary.	✓	

<b>Other Professional Requirements</b>	<b>Essential</b>	<b>Desirable</b>
1. A willingness to initiate and participate in both cross curricular and extra-curricular activities	✓	
2. Has the ability to work with parents, external agencies and the wider community	✓	
3. Determination to promote a culture that celebrates success	✓	
4. Leads by example, setting high standards of punctuality, dress and conduct.	✓	
5. Clarity of thought and vision with proven ability to finish a task.	✓	
6. Sense of humour (particularly under pressure!).	✓	
7. Desire to develop professionally beyond this post.	✓	