



## Job Description for Assistant Headteacher

### Purpose

To be a member of the Senior Leadership Team (SLT), promoting the vision and values of the school and leading a year group of teachers and support staff.

This role is full time and includes 3 hours of PPA and 1 full day of leadership time each week.

### Responsibilities

As a member of SLT, you are required to:

1. Promote the ethos and vision of the school.
2. To be relentlessly positive, passionate and proactive.
3. Persistently demonstrate the school values and model the school rules.
4. Support the Headteacher and SLT in:
  - formulating the aims and objectives of the school
  - establishing the policies through which they shall be achieved
  - leading staff and managing resources
  - monitoring progress of children
  - implementing strategies to accelerate progress
  - evaluating their impact
5. Teach the Connected Curriculum fully, modelling excellent teaching practice.
6. Lead appraisals and hold those you appraise accountable for meeting their targets.
7. In accordance with the school's Positive Behaviour Policy, ensure the good conduct and behaviour of children and that all children adhere to the three school rules of ready, respectful and safe.
8. To be a Deputy Designated Safeguarding Lead and in this role:
  - Read and understand all of Keeping Children Safe in Education (every year).
  - Read all school safeguarding and child protection policies.
  - Be available to listen to, and act upon, safeguarding concerns should they arise.
  - Communicate safeguarding concerns with the DSL.
  - Follow up any concerns that come to you, on a daily basis.
  - Communicate relevant matters with the DDSLs at the weekly meeting.



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- When requested to, meet with the DSL to update the weekly thresholds, monitored children list and safeguarding register.
- Complete CPOMS for all relevant incidences as well as relay to the DSL.
- Ensure all incidences which involve children in your year group are followed up on.
- Know that safeguarding is everyone's responsibility.

9. To be responsible for the provision of information to outside agencies as may be required in both leadership of a year group and as a DDSL.

10. To assist the Headteacher in all matters of internal and external communications and to produce letters and documents as may be required.

11. To monitor and assess the teaching and learning within the school as part of the whole school self-evaluation process and appraisals and give feedback to the teacher and Headteacher.

12. Liaise with the Headteacher concerning future INSET needs.

13. Identify future funding needs and communicate these to the Headteacher.

14. Liaise with the governors as appropriate.

As leader of a year group, you are responsible for overseeing the teaching and learning of five classes, including:

- Ensuring planning of lessons adheres to the Connected Curriculum policy, and teaching and learning follows the 14 agreed principles of the Teaching and Learning policy
- Leading pupil progress meetings for every teacher in your team to monitor the progression of children across the year group and implement strategies where needed
- Planning educational visits/ residentials to enhance the curriculum offer
- Leading by demonstrating unconditional positive regard for all children always
- Managing behaviour positively and relationally, seeking support where needed
- Being responsible for year group performances and assemblies

Any other duties as may reasonably be required by the Headteacher.

This is a position of authority and, as a member of the SLT, it is expected that you will make a substantial contribution to the overall success and well-being of the school.

This job description may be reviewed at the end of the Academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.