

JOB DESCRIPTION

School: Shaw-cum-Donnington Primary School Love Lane, Newbury, Berks. RG14 2JG	Authority: West Berkshire Council
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The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

Assistant Headteacher Leadership Spine 1 – 4 0.8 (full time considered) with teaching commitment Required for Autumn Term 2024 or sooner
Status of Post
This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the headteacher. As part of the SLT, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the headteacher.
Job Purpose
To support the headteacher's overall leadership, development and management of the teaching and learning of all pupils. To have a class teacher responsibility and be able to teach in all key stages, including EYFS, to take a leading role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement of the school.
Reporting to
The post holder is responsible and accountable to the headteacher in all matters. The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's vision and values.
Deputy Designated Person for Safeguarding
<ul style="list-style-type: none">To promote and safeguard the welfare of all children and young people within the school by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
Expectations of the Role
Strategic management and day to day organisation <ul style="list-style-type: none">Support the headteacher and governors in promoting and developing a vision for the future of the school; demonstrating inspirational leadership and creativity;Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility;Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues;Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account;Contribute to the self-evaluation of the school;Assist and support the headteacher in the day to day running of the school and take over these responsibilities in the absence of the headteacher;Develop action plans in specified areas of responsibility, in order to bring about improvements;To have a good understanding of financial management systems within the school and undertake training to keep up to date with this;

- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary;
- Support the development of the school within the community; strengthening partnerships with other schools;
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement, involving parents as true partners in the education of their children.
- Take a leading role in a key area of the school, for example assessment or pupil premium

Leading Learning and Teaching

- Maintain a high profile as an example of best and leading practice within the classroom, ensuring excellence in relation to all areas identified in the Teachers' Standards;
- To lead, develop and monitor whole school assessment in conjunction with the headteacher;
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;
- Coach and develop staff to maximise impact on effective teaching and learning;
- Implement strategies to promote high standards of behaviour;
- Seek to develop and enhance a broad and rich curriculum which meets the needs of the range of pupils in the school, including the implementation of the new National Curriculum;
- Monitor and evaluate outcomes achieved from classroom practice;
- Lead development of a core subject throughout the school to ensure high quality teaching which support high standards.

Leading staff

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount;
- Make a distinctive contribution to the wider school team and continued development of the school;
- Support and challenge staff in the drive for improvement of teaching and learning in the classroom;
- Undertake the performance management of learning support assistants, monitoring their effectiveness and impact and reporting to the headteacher;
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Set high expectations for your own performance and that of others;
- Engage in relevant professional development activity as necessary;
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.

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Job Title : Assistant Headteacher Permanent, 0.8 (full time considered) with teaching commitment Required for Autumn Term 2024 or sooner NoR: 88	Salary range: Leadership Spine 1 – 4

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Qualified teacher status	A degree or equivalent qualification.
Written Application	A well constructed application showing clear thinking about primary education and ideas to meet the requirements of the post.	
Experience & Skills	<p>An ability to undertake the responsibility of the day to day management of the school, in the absence of the Headteacher.</p> <p>Excellent interpersonal, communication and organisational skills.</p> <p>To work as part of a committed team, with the ability to embrace the skills and experiences of all those team members.</p> <p>An understanding of the role of Assistant Head teacher as described with the potential to be successful in the role.</p> <p>Experience and training related to an aspect of leadership and management.</p> <p>Able to demonstrate vision and strategic leadership of a school.</p> <p>Ability to lead and support other staff within the school which impacts on standards and achievements.</p> <p>Proven success in raising standards at the end of a Key Stage.</p> <p>High expectations and standards of achievement and behaviour.</p> <p>Good knowledge of the National Curriculum and the Literacy/Numeracy Strategies.</p>	<p>Success in teaching across the whole primary range.</p> <p>Experience of leading staff development/training.</p> <p>Experience as a School Leadership Team member.</p> <p>Experience as a team leader in the performance management of staff.</p> <p>Experience in the line management of staff.</p> <p>Proven successful experience of leadership within a primary school.</p> <p>Detailed knowledge of Health and Safety requirements in schools.</p> <p>Experience in monitoring and evaluating curriculum delivery.</p> <p>Experience of budget management.</p>

	<p>Thorough understanding of safeguarding children.</p> <p>Ability to use ICT to develop children’s learning.</p> <p>A thorough up to date knowledge of the range of teaching, learning and behaviour management strategies and how to implement them effectively.</p> <p>A thorough understanding of the national curriculum and a range of assessment requirements and arrangements.</p> <p>Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion.</p> <p>Knowledge and understanding of computer technology and software to enhance the curriculum.</p> <p>Knowledge of the legal requirements, national policy and guidance on the safeguarding of children.</p>	
School Ethos	<p>A belief in pupil centred, active learning with an ability to engage, challenge and have high expectations of children.</p> <p>Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to assessment and the School Improvement Plan.</p>	
Relationships	<p>An ability to provide a caring, cooperative atmosphere for children and to create a challenging, disciplined and effective learning environment.</p> <p>An understanding of the need for confidentiality.</p> <p>An ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as necessary.</p>	
Attitude and Temperament	<p>Positive attitude to teaching and leadership roles and all aspects of school life.</p> <p>Be proactive in areas of responsibility and have an awareness of whole school issues.</p> <p>A commitment to school improvement and to developing own professional skills.</p>	

	<p>A willingness to take on appropriate delegated tasks relevant to the post.</p> <p>Be able to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times.</p> <p>To be approachable and receptive to all members of the school community.</p>	
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