



## Assistant Head Teacher job description

Post Title is Assistant Head teacher

Salary and grade is at Leadership Point 6-9 depending on experience

*School Teachers' Pay and Conditions Document*

Contract is full time, permanent

Line manager is the Head Teacher and the governing body.

The post holder may be responsible for the deployment and supervision of the work of teachers and teaching assistants relevant to their responsibilities.

### Duties and responsibilities

All teachers are required to carry out the duties of a schoolteacher as set out in the current [\*School Teachers Pay and Conditions Document\*](#). Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher [standards](#) as part of the appraisal process as relevant to their role in the school.

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### Main purpose

The assistant Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- In the absence of the deputy Headteacher, the assistant Headteacher will deputise.
- They may also be required to undertake any of the duties delegated from the Headteacher

### Duties and responsibilities

#### Qualities and knowledge

Under the direction of the Headteacher:

- Support with the day-to-day management of KS1
- Be the designated Safeguarding lead for the KS1, taking lead responsibility for child protection and safeguarding matters in KS1, and supporting other staff in dealing with concerns.
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

### Managing staff

Under the direction of the Headteacher or deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

### Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

### Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- With Headteacher and deputy review and evaluate school development plan and policies in order to drive the school forward
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behavior
- With head and deputy implement whole-school systems for pupil wellbeing
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### Assessment

- Track and analyse KS1 pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing in KS1
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for KS1 teachers and support staff on administering the assessment system effectively

The assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

#### Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Signature of post holder: ..... Date .....

Signature of line manager: ..... Date .....