

St John's Church of England School

JOB DESCRIPTION: ASSISTANT HEADTEACHER

Post Title: Assistant Headteacher – Teaching and Learning + Curriculum

Salary: Leadership Scale: L4– L8

Responsible to: Headteacher, Governing Body and LA

PURPOSE:

The Assistant Headteacher has a day to day expectation to deal with all eventualities that present themselves. To support, hold accountable, develop and lead all staff in order to raise standards and develop the quality of teaching and learning throughout the school, to ensure the highest standards of behaviour, achievement, and the wellbeing of all staff and pupils in the school. You will be part of the designated safeguarding team. You would be an important member of the senior management team and the whole school team in keeping the focus on the development of teaching and learning.

PROFESSIONAL DUTIES:

There is a part time teaching commitment. You would be expected to take the lead in the role of raising standards in teaching and learning across the school with a focus on curriculum development, working alongside subject leaders and SLT and will be a part of the designated safeguarding team working closely with the Headteacher and Designated Safeguarding Lead. You will also have the responsibility for leading on Reading across the school. You would be expected to promote equal opportunity and racial equality within our school and to help lead in the implementation of any action plans.

Strategic direction and development of the school:

- Alongside the Senior Leadership Team, to provide vision, direction and leadership for St John's School in order to build on its strengths and develop it into an outstanding school.
- In partnership with the Headteacher, Governors and the Senior Leadership Team, to develop a strategic vision and plan for the school, to prepare and implement the School Development Plan and to evaluate its effectiveness in bringing about improvement.
- Together with the Senior Leadership Team, to ensure that St John's provides a caring, nurturing environment where Christian values are central to the ethos of the school.
- To always demonstrate high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the Headteacher and Governing Board.
- Ensure effective systems of communication, including feedback about pupil's learning to inform future planning
- Up-to-date knowledge of National and local initiatives which may impact upon policy and practice

Teaching and learning:

The Assistant Head Teacher works with the Leadership Team and Governing Board to create and maintain a culture and environment that promotes and secures outstanding teaching, effective learning, and high standards of achievement, progress and good behaviour.

The Assistant Headteacher will:

- Provide an example of excellence as a leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
- Work with the Senior Leadership Team to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
- Together with the Senior Leadership Team, to monitor and evaluate the quality of teaching and standards of pupil achievement, including the strategic use of analysis of performance data, and to set targets for improvement.
- Alongside the Senior Leadership Team, to develop a broad, creative curriculum that meets the needs of all pupils and which enriches their learning.
- Support in the development of curriculum, planning and leadership
- Take responsibility for the development of R
- Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content.
- Create and maintain effective partnerships with parents to improve children's achievement and personal and social development.
- Ensure that planning and assessment practices provide opportunities for reflection and feedback to develop and sustain children's learning

Leading and Managing staff:

The Assistant Head Teacher works with the Leadership Team and Governors to develop the strategic vision of the school and contribute to the leadership and management of the school.

The Assistant Head Teacher will:

- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- Line manage and review the performance of identified staff.
- Play a leading role in curriculum development, in particular in developing and supporting subject leaders.
- Support the SLT in the professional development of other staff through coaching and mentoring.
- Plan and deliver appropriate professional development meetings and INSET that will support staff in raising standards.
- Support the Head Teacher and Governors in developing the vision for the primary school and establishing the role of the primary school in the community
- Work as part of the leadership and management team to lead the strategic planning and development of the school, showing and demonstrating enthusiasm and commitment
- Share responsibility for the day to day management of the school.
- Collaborate with the rest of the Leadership Team in ensuring rigorous and accurate self-evaluation, including a review of the standards of leadership, teaching and learning, consistent with school self-evaluation procedures
- Contribute to the development of effective organisation and administrative systems which support the aims of the school.
- Develop, monitor, evaluate and review school policies, practices and plans using national, local, as well as school and inspection reports to inform decision making.
- Model and demonstrate best practice, including team teaching.

- As part of the Leadership Team ensure appropriate playtime, lunchtime and extended school supervision of children and liaise with the lunchtime staff/staff on duty as appropriate.
- Liaise with parents on matters relating to pupils' achievement, behaviour, attendance, well-being
- Contribute effectively to the development of a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum.
- Deputise in the absence of the Head and Deputy Head Teachers

Efficient and effective deployment of staff and resources:

- In consultation with the Headteacher, to organise the purchase and distribution of consumable materials from within a set budget and to guide subject leaders in the management of their curriculum budgets.
- In consultation with the Headteacher, to deploy staff and resources efficiently and effectively in order to meet the objectives set out in the School Development Plan.
- Ensure that the staffroom and communal areas are well organised.

Accountability:

- To ensure that achievement across the school is good to outstanding for all pupils.
- To ensure high standards of curriculum provision and the effectiveness of its impact on learning outcomes.

Specific duties:

- To be a Designated Safeguarding Officer (see Annex A)
- To undertake classroom teaching as required and to take a leading role in raising the quality of teaching and learning across the school.
- To support the Senior Leadership Team in developing and embedding an appropriately challenging and creative curriculum.
- To support the Senior Leadership Team in fostering good relations with parents and the community, ensuring, as far as possible, the involvement of all in the life and ethos of the school.
- To be an active member of the Senior Leadership Team and be actively involved with the day to day management of the school.
- To attend full Governors' meetings and other sub-committee meetings as and when required.
- To take acts of worship as required.

Safeguarding

- • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and safeguarding policies of the school
- • To act as one of the Deputy Designated officers for safeguarding (appropriate training will be provided for this role)

Key organisational objectives

The postholder will contribute to the schools objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection/GDPR legislation
- At all times operating within the schools Equal Opportunities framework
- Organising and managing classrooms (and any other assigned spaces) efficiently and effectively so as to generate high quality learning environments.
- Contributing to the maintenance of a caring and stimulating wider school environment both inside and outside, for all stakeholders

Annex A – Role Description for Designated Safeguarding Officer

Managing referrals

The designated safeguarding officer is expected to:

- refer cases of suspected abuse to the local authority children's social care as required and especially in the absence of the safeguarding lead ;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Working with others

The designated safeguarding officer is expected to:

- liaise with the headteacher to inform him or her of issues especially ongoing enquiries under *section 47* of the *Children Act 1989* and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Training

The designated safeguarding officer should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding officer should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;

- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raising Awareness

The designated safeguarding officer should support the Safeguarding lead in:

- ensuring the school or college's child protection policies are known, understood and used appropriately;
- ensuring the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensuring the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- linking with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. Written records and CPOMS files are to be checked before sending off to ensure GDPR is being followed

Notes:

This job description should be read alongside the range of duties and responsibilities of Assistant Headteachers as set out in the annual School Pay and Conditions Document. Candidates will be expected to have considered these in relation to the above post.

The duties and responsibilities of the Assistant Headteacher may vary from time to time according to the changing needs of the school. The job description will be reviewed annually in the light of changing circumstances and in consultation with the post holder and the Governing Board as part of the Governing Board's annual review of staffing structure.