

Job Description: **Assistant Headteacher**

To be responsible to: **The Head teacher**

Purpose of job: To assist the Headteacher in leading, managing and developing the school to ensure all children achieve.

Overview

The Assistant Headteacher is required to carry out the general professional duties of a school teacher and the particular responsibilities of an Assistant Headteacher as set out in the School Teacher's Pay and Conditions.

This job description sets out the main tasks and responsibilities of the Assistant Headteacher, however it is not exhaustive and new responsibilities may need to be added or others altered from time to time according to the needs of St Jude & St Paul's CE Primary School.

The Assistant Headteacher should be prepared to take responsibility for any major aspect of school improvement or organisation in the light of changing circumstances, as the need arises, in response to Government and DfE directives or initiatives (e.g. Lead a Team, Equal Opportunities, Inclusion, a curriculum area etc) or as reasonably requested by the Headteacher.

The Assistant Headteacher will have class teaching responsibility throughout the week. Time every week will be allocated for management and leadership tasks. Teaching commitments may change within the year in the light of the needs of the school and will be reviewed annually and changed accordingly to ensure the needs of the school are met effectively.

Main duties and responsibilities to be shared with the Headteacher:

- Communicating the school's vision
- The day-to-day management of the school
- Strategic planning and development for school improvement
- Monitoring and evaluating the quality of learning and teaching
- Teaching, learning and assessment
- Leading and managing staff
- Efficient and effective deployment of staff and resources
- Developing and maintaining excellent links with the school's wider community

To lead the school in one or more of the following areas of school improvement as agreed with the Headteacher:

- Curriculum
- Middle leaders
- Areas of the curriculum as required

Strategic planning and development for school improvement

- Positively support the Inclusive Christian ethos of the school including leading daily Acts of Collective Worship.
- Contribute to creating a clear vision and value statement and educational direction that will ensure effective teaching, successful learning and achievement by pupils, preparing them for the opportunities, responsibilities and experiences of later life.

- Help to create and implement a strategic plan, underpinned by sound financial planning which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing the teachers' effectiveness and securing school improvement.
- Lead by example, providing inspiration and motivation, undertaking any professional duty which may be delegated by the Headteacher.
- Assist in monitoring, evaluating and reviewing school policies, priorities and targets and take action if and when necessary.
- Support the Headteacher and Senior Leadership Team in the delivery of the National Curriculum and Religious Education and in the development of the Curriculum. Lead and manage curriculum areas as directed by the Headteacher and in accordance with the needs of the school.
- In consultation with the Headteacher and Senior Leadership Team take an active lead in the writing of the school Self Evaluation Form, school improvement plan and action plans.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Act as a lead or deputy safeguarding officer.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care

Supporting Learning and Teaching across the school

The Assistant Headteacher will:

- Maintain up to date knowledge of current thinking in primary education through reading and attending a range of courses provided by established training providers.
- Demonstrate excellent practice as a teacher and be able to model lessons to other practitioners to support the development of teaching and learning within the school.
- Maintain an environment and a code of behaviour which promotes and secures excellent teaching, effective learning, high standards of achievement, excellent behaviour and discipline and which enables all staff to meet the standards set out in the professional development framework National Standards documents issued by the DfE for both teaching and support staff.
- Monitor and evaluate the quality of teaching and the standards of learning and achievement for pupils, including those with SEND, more and most able or linguistic needs in order to set and meet challenging and realistic targets.
- Monitor and evaluate pupil achievement throughout the school, through pupil progress meetings. In consultation with the Headteacher, be able to carry out in depth analysis of the data of children and be able to draw conclusions that then feed into school improvement.
- Put in place effective intervention programmes to diminish the difference and accelerate progress for groups of children that require the intervention. Monitor and evaluate the impact of the programmes on raising standards.
- Put in place effective training for staff that is linked to the school improvement plan that ensures the raising of standards and moves staff on professionally.
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read.

Leading and Managing Staff

The Assistant Headteacher will:

- Offer support and encouragement to all members of staff, teaching and non-teaching, and draw to the attention of the Headteacher any difficulties, problems or concerns that may arise.
- Line manage staff through Performance Management according to the school's Performance Management Policy in consultation with the Headteacher and draw to the attention of the Headteacher any training needs, difficulties or concerns.
- Co-ordinate and when required, lead staff Continued Professional Development according to school improvement needs in consultation with the Headteacher, keeping abreast of training providers and courses from a variety of sources including the LA.
- Take a leading role with the Headteacher in establishing and maintaining excellent and trusting relationships through sound communication and consultation procedures, both within the school and with all appropriate agencies including Governors, parents, the LA and diocese.
- Participate in the recruitment procedures for teaching and non-teaching personnel.

- When required, induct any new members of staff eg ECTs, Teachers and TAs ensuring the school's policies are understood and maintained and any relevant records or reports completed.

Efficient and effective deployment of staff and resources

The Assistant Headteacher will:

- Work with the Headteacher and staff to ensure the effective day to day management of the school, including maintaining up to date timetables of TAs and outside agencies.
- Assist the Headteacher in budget setting, monitoring and deciding priorities for the inclusion work of the school.
- Monitor and ensure the school environment and resources are maintained to a high standard, kept tidy and in order. When necessary take action liaising with the relevant staff according to their responsibility and needs.

Developing and maintaining excellent links with the school's wider community

The Assistant Headteacher will:

- Work with the Headteacher to establish excellent relationships with pupils, parents, St Jude & St Paul's Church and the school's wider community securing their commitment to the vision and direction of the school and support other members of staff in the development of excellent communications with pupils, parents and the wider community.
- Work with and attend Governor meetings when appropriate, to ensure an effective working relationship between the Governing Body and the school is maintained and built upon.
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Play a full part in the life of the school community, attending social and school events.