**Job Description: Assistant Headteacher**

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| **Post Details** |  |
| **School/setting:** | Stourfield Infant School  |
| **Post type:** | Leadership |
| **Grade/Pay Level:**  | Twynham Learning Leadership Pay Scale |
| **Duration:** | Permanent |
| **Responsible to:** | Headteacher |

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| **Main Purpose** |
| * To provide exceptional strategic leadership as part of the senior leadership team at Stourfield Infant School, ensuring that there is a clear and consistent vision upheld by all staff.
* Focus on driving high quality teaching and learning, curriculum planning and assessment strategies across the school.
* Work with Trust Leaders to identify, establish and implement a high quality, dynamic strategy for world class education across the school and MAT.
* To provide exemplary leadership of year group(s) alongside providing excellent class teaching. This includes being a role model to colleagues and being prepared to support the development of teaching and learning strategies through a coaching model.
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| **Duties and Responsibilities** |
| **School Improvement*** To work in partnership with the Headteacher, Assistant Headteacher and (SENDCo) in the leadership, management and strategic direction of Stourfield Infant School to secure its success and improvement, setting aspirational targets and standards.
* To actively support the core services team for Twynham Learning (TL) MAT in order to deliver our TL Strategy.
* To challenge underperformance and work as a member of the Senior Leadership Team (SLT) to ensure rapid improvement where required.
* To be strategically accountable for outcomes and quality of provision across the school.
* To monitor, coach and develop relevant staff to high performance.
* To report on provision as required to the relevant authorities including but not limited to Headteacher, CEO, Trust Board and external agencies (Ofsted, DfE, LA).
* To contribute to the development and implementation of the School Development Plan/Excellence Strategy within the national and local context, and to take sole responsibility for appropriately delegated aspects of it.
* To be accountable to parents, Local Advisory Board, MAT, Local Authority and other stakeholders for the achievement, progress and well-being of identified groups across the school, including those with SEND, vulnerable pupils, EAL pupils, Pupil Premium children.
* To use relevant school, local and national data to inform targets for development and further improvement for vulnerable groups of pupils.

**Teaching and Learning*** To take a part-time class teaching responsibility.
* To contribute to the design and evolution of an engaging and broad curriculum.
* To support the vision, ethos and policies of the school and promote high levels of achievement for all children.
* To actively engage with research in order to develop evidence-based practice, so that we continue to raise the standards of teaching and learning across the school.
* To develop classroom environment which is a model of high quality teaching, learning and behaviour, exemplifying this approach for colleagues.
* To contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice and providing advice and feedback.
* To develop specialist background knowledge, keeping up to date with the latest pedagogical developments and to attend relevant CPD events.
* To maintain efficient and effective management and organisation of learning resources to support inclusion and SEND intervention, by developing or identifying new resources, including ICT applications.

**Leadership and Management*** To support and deputise for the Headteacher, as and when required.
* To undertake coaching and mentoring relevant to improving and developing outstanding practice.
* To provide professional leadership and management of our Year teams to secure high quality teaching and learning for all children which leads to improved standards of achievement.
* To lead staff in providing excellent pastoral care of all our children.
* To be lead specified year groups as required.
* To ensure that all safeguarding policies are implemented across all year groups and reflect the specific requirements of our most vulnerable children.
* To act as an appraisal leader, ensuring a fair and robust process is in place which leads to professional and personal development.
* To support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
* To develop and implement policies and practices which reflect the school’s commitment to equal opportunities and inclusion.

**Developing the school community**• To take a lead role in the school’s pastoral work, supporting and upholding the school's policies on behaviour and anti-bullying.• To develop policies and practice to promote the social, moral, cultural and spiritual development of all children in the school.• With the Headteacher, develop links with parents, other schools, agencies and the wider community, in order to enhance teaching and learning and children's personal development. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies.
* To take on the responsibility of Deputy Designated Safeguarding lead in the school.
* To promote effective safeguarding thought the school
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| **Twynham Learning Attributes for all Staff** |
| * Ambition for excellence
* Professionalism
* Humility
* Championing change
 | * Inclusiveness
* Positivity
* Community-mindedness
* Being collaborative
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| **Personal Attributes** |
| **Essential:*** Qualified Teacher Status
* First degree or equivalent
* High quality leadership skills and the ability to manage 360 degree relationships.
* Highly positive and resilient individual who is flexible and responsive.
* Humble and with a clear vision around social equality and community alongside the determination to make a difference.
* Integrity and respect with a commitment to working within a high performance culture.
* Passionate about the learning journey of EYFS Key Stage 1 pupils, with a strong understanding of the importance of transition and core standards.
* An optimistic and flexible approach to the working life of school, including being prepared to work across EYFS and KS1. Exceptional organisation and time management skills to identify, co-ordinate and deliver appropriate work-streams.

**Desirable:*** PGCE
* Well-developed interpersonal skills.
* A working knowledge/experience of EYFS and KS1 and ability to work anywhere within this scope.
* Leadership experience within EYFS/ Key Stage 1 with evidence of discernible impact.
* Deep understanding of pre and post EYFS/KS1 Key Stage 2 learning, and how each of these influence the approach at Stourfield Infant School.
* Familiarity with accountability procedures and governance/Local Advisory Board.
* Appreciation of the importance of coaching and development as a key tool in leadership.
* Demonstrable commitment to undertaking CPD activities and A desire to develop professional and personal attributes.
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| **Other Duties** |
| * Represent Twynham Learning/ Two Rivers Institute as and when required.
* May be expected to undertake leadership activities, as required.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the post-holder.
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| **Key to Acronyms Used/Glossary of Terms** |
| * CEO: Chief Executive Officer
* CPD: Continued Professional Development
* DfE: Department for Education
* EAL: English as an additional language
* ICT: Information Communication Technology
* LA: Local Authority
* EYFS: Early Years Foundation Stage
 | * MAT: Multi-Academy Trust
* SENDCo: Special Educational Needs and Disabilities Co-ordinator
* SEND: Special Educational Needs and Disabilities
* TL: Twynham Learning
* SLT: Senior Leadership Team
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