The Laurels Primary School
Assistant Headteacher: Teaching and Learning– Job Description

Job details
Salary Range: L1 – L3
Contract type: Full time, permanent
Reporting to: Headteacher

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
- Supporting ECTs and other new staff
- Carrying out teaching duties of 50%, modelling best practice for others

Duties and responsibilities
Leadership
Under the direction of the headteacher:

- Support with the day-to-day management of the school
- 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 all 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:

- Assist with the selection and recruitment of new staff
- Line manage curriculum subject leaders, including carrying out some appraisals, providing professional development opportunities, and supporting staff with curriculum standards
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Commit to their own professional development, proactively identifying development opportunities
- Identify emerging talents, coaching current and aspiring leaders

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
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a learning culture as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge

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
- 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

Other areas of responsibility

Assessment

- Track and analyse pupil performance data, paying particular attention to disadvantaged groups
- Plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Provide training and support for staff on administering the assessment system effectively

Curriculum

- Coach/mentor Curriculum Subject Leaders with their curriculum area(s)
- Assist in constructing a curriculum that is ambitious for all pupils, particularly the most disadvantaged and those with SEND
- Ensure the curriculum is coherently planned and sequenced sufficiently
- Plan effective support for teachers' subject knowledge across the primary curriculum

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.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Notes:

This job description may be amended at any time in consultation with the postholder.