

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: The Hill Primary School
Job Title: Assistant Headteacher	Grade/Salary Range: Leadership scale L4-L8

JOB PURPOSE

Act in the absence of the Headteacher / Deputy Headteacher
 Lead, manage and deploy staff to maintain the smooth running of their team.
 Provide support for the welfare of pupils, health and safety, behaviour and wellbeing.
 Be responsible for leading and managing a key area of Learning / Development across the school
 Work in partnership with the Headteacher and the Senior Leadership Team to raise standards of achievement for all.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Duties and Conditions:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be modified by the Headteacher, with the postholder's agreement, to reflect or anticipate changes in the job.

Responsible to: the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

The postholder will have the following responsibilities in addition to those specified in the Teacher job description:

Shaping the Future:

- To support the headteacher and governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity.
- To support the aims and ethos of the school.
- To play a leading role in the school improvement process.
- To contribute to the identification of the key areas of strength in the school and areas for development.
- To assist the headteacher with the production, implementation and review of the School Development Plan (Single Plan).
- To contribute to the ongoing process of school self evaluation.
- To play a major role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved.

Leadership and Management:

- To undertake the professional duties of the headteacher / deputy headteacher in the event of their absence from school.
- To work actively and effectively with governors, parents / carers, teaching staff, support staff and administration staff.
- To support and uphold the school's policies on behaviour.
- To play a leading role in the school's performance management cycle. To ensure that teachers feel able to reflect upon their current practice and seek ways to improve their teaching, providing feedback which acknowledges strengths and identifies areas for further development.
- To assist the governors and the headteacher in the process of appointing new staff.
- To initiate and implement change enthusiastically, motivating others as appropriate.
- To plan, prioritise and organise effectively.
- To communicate effectively orally and in writing, to a range of audiences.
- To develop and exhibit a good understanding of whole school issues.
- To contribute to the planning process for the distribution of resources to ensure that they meet the school's identified priorities.
- To carry out delegated tasks efficiently and to be accountable for the outcomes.
- To support the headteacher in the everyday running of the school including taking assemblies.
- To be aware of and comply with the school's policies and procedures relating to child protection & safeguarding, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.
- To attend and participate in open evenings and student performances.

Leading Learning & Teaching

- To engage in relevant professional development activity as necessary.
- To support the headteacher with the management of the school's assessment and target setting procedures, making effective use of comparative, value added and benchmarking data.
- To assist the headteacher in monitoring the quality of teaching and learning within the school.
- To undertake the position of team leader for KS2.
- To act as a coordinator and manage the budget for a key area of Learning and Development.
- To have full responsibility for teaching, either in the capacity as classroom teacher, PPA, Intervention Support Teacher or Specialist Teaching, creating a caring, well organised and stimulating learning and teaching environment.
- To be an effective and exemplary classroom practitioner who acts as a role model for colleagues.
- To carry out teaching duties in accordance with the school's schemes of work and the National Curriculum or the EYFS curriculum.
- To manage the curriculum planning process in line with agreed policies, guidelines and practices of the school.
- To keep up to date with current curriculum developments.

Pupil Management

- To play an active part in pupil discipline and support procedures within the school.
- To assist the headteacher in taking responsibility for the lunchtime supervision of the pupils.
- To promote and safeguard the safety and welfare of the children.

Working with Others

- To contribute to the development of school and community partnerships.
- To promote and model good relationships which are based on partnerships to support and improve pupils' achievement.
- To assist the headteacher in developing a culture of teamwork across the school and at all levels.
- To attend *Governing Body Meetings* as appropriate in order to provide information and objective advice.
- To attend staff meetings, leading them on occasions and to lead team meetings.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The assistant headteacher should support the headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy.

An ENHANCED DBS check is required for this post.

Health & Safety

- To follow school Health and Safety policy and procedures and notify relevant officer of any issues.