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**Burston & Tivetshall Primary Schools**

**JOB DESCRIPTION**

**Assistant Headteacher**

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| **Line Managers job title:** | Executive Headteacher |
| **Salary:** | L1-3 |
| **Tenure:** | Permanent (this role will be based at B&T for approximately 2 years and then could be relocated to another school within the Trust) |
| **Contract type:** | 52 weeks |
| **% of FTE** | 100 |

**THE POST**

**Burston and Tivetshall Primary schools are** members of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as an

Assistant Headteacher.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of the Assistant Headteacher are:

* Significant experience of working as a key curriculum leader in a primary school.
* Evidence of being an excellent classroom practitioner in a primary school.
* Experience of working with parents and carers, outside agencies, to secure achievement, enrichment opportunities and resources for children.
* Experience of delivering training for others.
* Experience observing and feeding back to teaching and support staff.
* Able to effectively manage children’s behaviour in a positive way and to promote good relationships and good behaviour.
* Highly developed interpersonal skills - able to talk effectively to children, parents, trustees, external professionals and colleagues.
* Able to liaise effectively with agencies, build good working relationships and rapport with colleagues.
* Excellent written and verbal communication and able to help the school raise standards of achievement.
* Able to read and use data and to use a range of sources of evidence to make judgements and identify next steps.
* Confident in use of ICT as a teaching, learning, communication and administrative tool.
* Able to multi-task and to effectively delegate tasks to others.

The qualifications and experience required of the **Assistant Headteacher** are:

* Hold qualified teacher status (QTS)
* Recent, relevant in-service training - particularly in relation to teaching and learning and assessment and in relation to leadership and management
* DSL (desirable)

**JOB SPECIFICATION**

**General Responsibilities**

The Assistant Headteacheris to take a central role in assisting the Executive Headteacher and Trustees to develop our school in accordance with its shared values and our school development plans. They will work in close partnership with Sapientia Education Trust. The Assistant Headteacher is to be a primary teacher with experience across the primary age range; an experienced curriculum and team leader, with a particular focus on inclusion, a leader in assessment for learning and assessing pupils’ progress and a key person in the senior management team. The Assistant Headteacher will also hold a teaching responsibility. The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers’ Pay and Conditions Document.

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well-being, progress and achievement for all children through careful monitoring and holding staff to account for the progress their pupils make. They will also having a teaching commitment. The Assistant Headteacher will be a model professional, setting an excellent example to all staff. They will work in close partnership with the Executive Headteacher in actively promoting enrichment, entitlement and achievement through building effective working relationships with stakeholders. They will work with the Executive Headteacher to ensure that the school offers a high quality, engaging and well -matched curriculum for all children.

Leadership and Management:

* Support the Executive Headteacher in the effective day-to-day management of the school and school community including recruiting and inducting staff, leading assemblies and staff meetings and responding to the views, needs and requests of children, staff, parents, trustees and visitors.
* To contribute to the strategic direction and development of the school, including

updating the school’s Self-Evaluation Form and the development, implementation

and monitoring of school improvement plans based on school self-evaluation

* Work with the Executive Headteacher, staff and trustees in the development, implementation, and review of school improvement plans, including regular monitoring and evaluation of standards and quality of provision.
* Work with the staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
* Work with the Executive Headteacher in the school’s achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of the key stages they lead.
* Support the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents/ carers working in classrooms and throughout both schools. They will be required to ensure all safeguarding requirements are met and that their work in school supports the learning and well-being of all children.
* Work as part of the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.

Teaching and learning:

* Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
* Lead on specific subject areas
* Ensure that learning is at the center of strategic planning and resource management and lead and support the teaching and learning of all children within all classes.
* Provide and promote models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff.
* Establish creative, responsive and effective approaches to teaching and learning and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning.
* Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across the key stages they lead. This will include agreeing and articulating high expectations and setting aspirational targets.
* Monitor the effectiveness of teaching and learning including teachers’ planning, monitoring, book looks and triangulations. This is clearly communicated with staff.

Assessment :

* Lead on interventions to “narrow the gap”
* As part of the Headship Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
* To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children’s progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

Strengthening Community:

* Promote and model good relationships with parents and carers, which are based on mutual respect to support and improve pupils’ learning and achievement.
* Contribute to the development of both schools as a hub of the community, strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority.
* Contribute to policies and practices which promote equality of opportunity.
* Support staff well-being and work-life balance and help to ensure access to opportunities for growth, achievement and success for all.

Other duties and responsibilities:

Any other duties that the Executive Headteacher or Sapientia Education Trust may from time to time ask the post-holder to perform.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | 52 weeks |
| Hours per week | Full time |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |

The post-holder will be auto enrolled to join the Teachers pension scheme.

**DRESS CODE**

The post-holder will be expected to wear appropriate professional dress. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.