



Job Description

Job Title:		Assistant Headteacher			
School:		West Walker Primary School			
Date:	May 2021	Status:	Final	Pay Range:	L3 - L7
Responsible to:		Headteacher			
Responsible for:		Designated teachers and support staff			
Job purpose:		<p>As a teacher on the Leadership group pay range, contribute to formulating the aims and objectives of the school, establishing the policies and practice through which they are to be achieved, managing staff and resources and monitoring progress towards their achievement. Within the trust's vision inspire pupils, colleagues, parents, the, stakeholders and the wider community.</p> <p>Key accountabilities: Learner outcomes for designated area / and whole school priority as set out in the School Development Plan.</p>			

Main responsibilities

The following list is typical of the responsibilities the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Generic responsibilities as Assistant Headteacher:

Educational leadership and management

1. Carry out the professional responsibilities of an Assistant Headteacher, in addition to those of a Teacher, as set out in the School Teachers' Pay and Conditions Document. Carry out teaching duties in accordance with the school's schemes of work and the National Curriculum.
2. Assist in the development, monitoring and evaluation of a robust school improvement plan.
3. Develop and implement assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner progress and attainment are met.
4. Enhance the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.
5. Contribute to an aspirational curriculum that meets the needs of all learners.

6. Support an innovative and effective culture of learning and teaching which embraces evidence-based practice.
7. Lead learning within a designated learning phase by developing and implanting assessment strategies, data analysis and appropriate intervention programmes to ensure that identified standards of learner progress and attainment are met.
8. Lead, develop and evidence the teaching practice of others through monitoring/evaluation and promoting improvement strategies to secure effective teaching and learning for all learners.
9. Ensure the welfare and safety of all students from all groups, including their safeguarding.
10. Where required, act as Deputy Designated Safeguarding Lead, providing advice and support to staff, liaising with the local authority and working with other agencies to ensure safeguarding issues are dealt with promptly and effectively.

Strategic leadership and management

1. Work with the Headteacher, as a member of the Senior Leadership Team, and with stakeholders to develop a positive, Christian school ethos and culture, leading on specific school priorities.
2. Develop and maintain the values of NEAT.
3. Contribute professionally to the broader NEAT agenda including the development and delivery of strategic plans and priorities.

People leadership and management

1. Line manage a number of staff including the effective recruitment, appraisal and development of its members in order that the team's objectives are achieved.
2. Develop an ethos within the school which encourages staff to work collaboratively, share knowledge and understanding, celebrate achievements and accept responsibility for outcomes.
3. Facilitate a climate of reflective practice and professional development that enables all staff to achieve their best. Participate in, and where appropriate, lead staff training and development and continuous professional development. Contribute to and participate in shared CPD arrangements across NEAT.
4. Assist the headteacher in the management, organisation and running of the school, including contributing to the development and implementation of school aims/objectives, procedures, policies and practices, planning timetables and managing physical resources.

Parental, community and sector engagement

1. Develop strong and effective partnerships with parents.
2. Develop a thriving sense of school community to include present, past and future pupils, local clergy and parents.

3. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
4. Take an active role in developing networks across the education sector including other primary schools and multi academy trusts.

General responsibilities as NEAT employee:

1. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
2. Promote and implement the trust's equality policy in all aspects of employment and service delivery.
3. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
4. Work to promote the vision and values of the trust.
5. Participate in appraisal, training and development and other activities that contribute to performance management.
6. Attend and participate in regular team and 1:1 meetings.