



Woodlands Primary School
Assistant Headteacher – Job Description
Vulnerable Groups and Upper School Leader

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Assistant Headteachers
 - Under the overall direction of the Headteacher play a major role in:
 - formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - being responsible for the standards of all pupils including monitoring of progress towards achievement
 - proactively managing staff and resources
 - Carry out the professional duties of a teacher as required
 - To promote and safeguard the welfare of children and young people within the school
 - To be responsible for the leadership and management of Upper School (Years 4 -6)
 - To be responsible for vulnerable groups including EAL, LAC and disadvantaged children and any other areas as required
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Duties and responsibilities

School Culture

- To contribute to the school's ethos and strategic direction
- To help create a culture where pupils experience a positive and enriching school life
- To uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- To promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- To ensure a culture of high staff professionalism

Teaching

- To help sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn

- To ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines
- To ensure effective use is made of formative and summative assessment

Curriculum and Assessment

- To support in ensuring a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- To assist in the development of subject leaders and ensure access to professional networks and communities
- To help ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading
- To contribute towards effective approaches that are taken when assessing pupils' knowledge and understanding of the curriculum

Behaviour

- To have high expectations of behaviour for all pupils which are understood clearly by all staff and pupils
- To support the use of consistent, fair and respectful approaches to managing behaviour
- To model and teach the behaviour of the Woodlands way

Additional and Special Educational Needs and Disabilities

- To have ambitious expectations for all pupils with additional and special educational needs and disabilities
- To be a role model for demonstrating culture and practices that enable pupils to access the curriculum and learn effectively
- To work effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate

Professional Development

- To provide high-quality, sustained professional development opportunities

Organisational Management

- To implement effective approaches to safeguarding, as part of the duty of care
- To contribute to systems, processes and policies that enable the school to operate effectively and efficiently

Continuous School Improvement

- To support in the identification of priority areas for improvement
- To contribute towards the School Improvement Plan

Working in Partnership

- To forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- To work successfully with other schools

Governance and Accountability

- To sustain a professional working relationship with those responsible for governance
- To contribute efficiently and effectively to Governing Body meetings

*To carry out any other duties as directed by the Headteacher.
This job description will be reviewed regularly.*

Signed: _____ (Post Holder)

Signed: _____ (Headteacher)

Date: _____