

## Job Description

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	Telscombe Cliffs Primary School and Nursery
<b>JOB TITLE:</b>	Assistant Headteacher EYFS and Key Stage 1 or Key Stage 2 and whole school curriculum development (areas to be negotiated)
<b>GRADE:</b>	L2 (£43,355) – L5 (£46,678 per annum)
<b>RESPONSIBLE TO:</b>	The Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	<ul style="list-style-type: none"> <li>• Carry out the duties of this post in line with the remit outlined in the current <i>School Teachers' Pay and Conditions Document</i> including the conditions of employment for assistant headteachers and the school's own policy.</li> <li>• Under the overall direction of the headteacher play a major role: <ul style="list-style-type: none"> <li>○ in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved.</li> <li>○ be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement of the school's aims and objectives.</li> <li>○ promote the highest standards of pupil conduct.</li> <li>○ proactively manage staff and resources.</li> </ul> </li> <li>• Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteachers.</li> <li>• Carry out the professional duties of a teacher as required.</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school and child protection issues as required.</li> <li>• The assistant headteacher will also have a timetabled teaching commitment of at least 60% complying with the teachers' standards and modelling best practice for others.</li> <li>• They may also be required to undertake any of the duties delegated from the headteacher.</li> </ul>

## **Duties and responsibilities**

### **Shaping the future**

- Support the headteacher and Governing Board in the day-to-day management, effective organisation and running of the school.
- Communicate the school's vision compellingly and support the headteacher's strategic leadership.
- Support the headteacher to deliver the school improvement plan and self-evaluation through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate.
- In partnership with the headteacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.
- Lead on particular whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.

### **Leading Teaching and Learning**

- Lead by example, be an excellent role model, exemplifying a high standard of teaching, providing excellent education for all pupils and promoting high expectations for all members of the school community.
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Work with the headteacher to raise standards through staff performance management.
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Lead the development and delivery of training and support for staff.
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school.
- Support the deputy headteacher to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

### **Developing staff**

- Lead by example to motivate and work with others.
- Assist with the selection and recruitment of new teaching staff.
- Performance manage teachers, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.
- Support the induction of staff new to the school and those being trained within the school as appropriate.
- Participate in the selection and appointment of teaching and support staff as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.

### **Systems and processes**

Under the direction of the headteacher or deputy headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- 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.
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met.
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- As appropriate and under the leadership of the headteacher, undertake activities related to professional, personnel/HR issues.
- To support with HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.

### **Other responsibility**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Lead a core subject across the school, securing pupil progress.
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies.

- Be a high-profile presence during the school day and at school events.
- Monitor pupil attendance and ensure it is continuously improving.
- Support with key stage data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies.
- Lead transition into Key Stage 2, across Key Stage 2 and from Year 6 to Year 7.

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.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. 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 assistant 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.



## EAST SUSSEX COUNTY COUNCIL

### Person Specification

**Post Title: Assistant Headteacher for EYFS and Key Stage 1 or KS2 and whole school curriculum development (areas to be negotiated)**  
**Location: Telscombe Cliffs Primary School and Nursery**  
**Grade: L2 – L5**

Criteria	Essential Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Degree qualification.</li> <li>• Evidence of continued professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of working successfully as a senior or middle leader in a school.</li> <li>• Successful teaching in more than one year group and across the key stage in which the role is based.</li> <li>• Evidence of a whole school responsibility and experience of turning policy into effective and successful practice.</li> <li>• Involvement in school self-evaluation and development planning.</li> <li>• Line management experience.</li> <li>• Experience of contributing to staff development.</li> <li>• Proven success in improving pupil outcomes and standards across a key stage or whole school.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of effective high-quality teaching, and the ability to model this for others and support others to improve.</li> <li>• Effective communication and interpersonal skills.</li> <li>• Ability to communicate a vision and inspire others.</li> <li>• Ability to build effective working relationships and maintain a purposeful working atmosphere.</li> <li>• Up to date knowledge of statutory regulations and guidance relating to the post.</li> <li>• Knowledge of the curriculum and assessment, particularly in the phase and subject responsibility.</li> <li>• Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.</li> <li>• Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements.</li> <li>• Demonstrate high quality teaching strategies.</li> <li>• Support, motivate and inspire both colleagues and pupils by leading through example.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute effectively to the work of the headteacher and senior leadership team.</li> <li>• Deal successfully with situations that may include tackling difficult situations and conflict resolution.</li> <li>• Work successfully with a range of external agencies and parents/carers.</li> </ul>
<b>Personal qualities</b>	<p>A commitment to:</p> <ul style="list-style-type: none"> <li>○ Getting the best outcomes for all pupils and promoting the ethos and values of the school.</li> <li>○ Commitment to maintaining confidentiality at all times.</li> <li>○ Commitment to safeguarding and equality.</li> <li>○ Ongoing relevant professional self-development.</li> </ul> <ul style="list-style-type: none"> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Self-motivated.</li> <li>• Lead and manage a school team/s to successfully achieve agreed goals.</li> <li>• Be an effective team player that works collaboratively and effectively with others.</li> <li>• Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).</li> <li>• Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</li> <li>• Relating positively to and showing respect for all members of the school and wider community.</li> <li>• Demonstrate a commitment to equal opportunities.</li> </ul>

**Notes:**

This job description and person specification may be amended at any time in consultation with the postholders. This document will be reviewed annually as part of the performance management process or as appropriate.

**Date: April 2021****Next Review Date: September 2022****Reference of Officer(s) drawing up person specifications: PP**

Headteacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Post Holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EAST SUSSEX COUNTY COUNCIL****Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	X
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	X
Food handling	X
Exposure to blood /body fluids	X