

## Assistant Headteacher Role, Job Description and Person Specification

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Wybourn Community Primary & Nursery School	
<b>Salary range:</b>	<p><b>Group:</b> Assistant Head ISR 3-7</p> <p><b>ISR:</b> L3 – L7 (£54,394 - £60,145)</p>
<b>Role of the Assistant Headteacher:</b>	<p>An Assistant Headteacher, in addition to carrying out the professional duties of a teacher other than a Headteacher including those duties particularly assigned by the Headteacher, must play a major role under the overall direction of the Headteacher in:</p> <ul style="list-style-type: none"> <li>• formulating the aims and objectives of the school;</li> <li>• establishing the policies through which they are to be achieved;</li> <li>• managing staff and resources to that end;</li> <li>• monitoring progress towards their achievement;</li> </ul> <p>and undertake any professional duties of the Headteacher reasonably delegated by the Headteacher</p> <p style="text-align: center;"><i>(Paragraph 49, School Teachers' Pay and Conditions Document)</i></p>
<b>Responsible to:</b>	The Headteacher, the Governing Body of the school and Sheffield South East Trust
<b>Responsible for:</b>	The teaching and support staff of the school and its children and young people.
<b>The Assistant Headteacher will be expected to work with the Headteacher to:</b>	<ul style="list-style-type: none"> <li>• Fulfil all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.</li> <li>• Meet the standards set out in the guidance document National Standards of Excellence for Headteachers 2020.</li> <li>• Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li> <li>• Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li> </ul>

## Job Description

### **Core Responsibilities :**

As a member of the Senior Leadership Team to participate in the organisation, management and conduct of the school in accordance with the Articles of Government, the policies of the school, Children Service Authority (CSA) Trust as appropriate in consultation with both the Trustees and Governors of the School..

#### **All members of the school's Senior Leadership Team will:**

- Reflect the school's aims and ethos in all their work.
- Promote value systems which include respect for people and property, teamwork, to motivate people and give clear leadership.
- Demonstrate leadership by example.
- Set high standards, acting as role models for colleagues.
- Be excellent classroom practitioners.
- Support Key Stage Leaders to ensure delivery of the school's behaviour policy.
- Participate in and take a leading role in the schools performance management programme.
- Lead Assemblies
- Lead INSET.
- Monitor whole school pupil progress
- Enable all students to maximise their achievements.
- Ensure a safe, secure learning environment.
- When required, manage efficiently staffing, physical and financial resources giving reports as requested.
- Support the school's endeavours to meet the needs of its community.
- Manage staff in a way that promotes their skills, confidence and expertise.
- Be involved in the appointment and deployment of staff when appropriate.
- Act as a team leader in the performance management process

**The Assistant Headteacher will also be expected to comply with all requirements as per classroom teacher job description.**

**Key Tasks :****(1) Curriculum**

- To maintain an overview of the whole school's agreed curriculum and assessment, ensuring continuity and progression.
- To work in partnership with the Inclusion Team to ensure equal opportunities for all pupils.
- Keep abreast of local and national developments in respect of the curriculum and inclusion agenda disseminating these to appropriate staff.
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**(2) Pupils and Community**

- To ensure equal opportunities for every child.
- To lead inclusion across the school
- To formulate, update and ensure the implementation of inclusion elements of the SIDP and the SEF.
- To build capacity and partnerships in so far as family learning is concerned in order to raise attainment and achievement for all pupils.
- To seek out, build upon and implement initiatives which support teaching and learning.

**(3) Senior Leadership Team**

- To assist and support the Headteacher, and Governors in the School improvement process.
- To deputise for the Headteacher and take responsibility for the school as required.

**Further Statement :**

The job description and allocation of particular responsibilities may be amended by agreement from time to time.

**Working Time**

The working time provisions applicable to teachers (paragraph 59.1) do not apply to deputy Headteachers and Assistant Headteachers.

## Person Specification (AHT)

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualification and experience		R	A	G
<b>Candidates should have:</b>				
1	Qualified Teacher Status (QTS)			
2	Experience across the appropriate age range(s)			
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities			
4	Supported whole school strategic improvement to improve pupil outcomes			
5	Evidence of recent, appropriate professional development			

Personal qualities		R	A	G
<b>Candidates should:</b>				
1	Demonstrate a passion for teaching and learning			
2	Communicate effectively and develop positive relationships with all stakeholders			
3	Demonstrate excellent interpersonal skills			
4	Be decisive, consistent and focused on solutions			
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable			
6	Be able to motivate and inspire others			
7	Listen carefully and consider the views of others			

Skills		R	A	G
<b>Candidates should be able to:</b>				
1	Support a vision for the school and secure commitment to it from others			
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress			
3	Support systematic and rigorous whole school monitoring and evaluation			
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes			
6	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes			
7	Support the development of teaching and learning in school			
8	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines			

<b>Professional knowledge and understanding</b>		<b>R</b>	<b>A</b>	<b>G</b>
<b>Candidates should:</b>				
1	Be committed to securing equality of opportunity for pupils in school			
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning			
3	Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils			
4	Maintain high standards of pupil behaviour and attitudes to learning			
5	Have experience of supporting vulnerable pupils in school			
6	Take a lead in the supporting staff in their professional development			

<b>Safeguarding</b>		<b>R</b>	<b>A</b>	<b>G</b>
<b>Candidates should have:</b>				
1	Knowledge of national and local safeguarding guidance			
2	Experience of safeguarding and promoting the welfare of children and young people			
3	A commitment to work with relevant agencies to protect children and young people			
4	Knowledge of best practice and procedures in school for safeguarding children and young people			

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).