

Job Description

Job title	Assistant Headteacher
Reports to	Headteacher
Grade	Leadership 1-3
Hours	Full time

Job Purpose

In addition to the responsibilities of class teacher as set out in the appropriate job description and the School Teachers' Pay and Conditions document, the Assistant Headteacher will also undertake the following duties and responsibilities (please be aware that this is not an exhaustive list and that additional responsibilities may arise at the discretion of the Headteacher):

- To have a class teacher responsibility and have the capacity to teach in both Key Stages.
- To support the Headteacher's overall leadership, development and management of the teaching and learning of all children
- To support the attainment and achievement of all disadvantaged pupils across the school
- To work with the Governing Body
- To play a significant role in formulating and review School Improvement as a key member of the Senior Leadership Team.

Principal Accountabilities

Teaching

- To provide 'outstanding teaching' leadership across the curriculum
- To secure, together with the Headteacher and senior colleagues, high standards of teaching and learning (through observation, learning walks, book scrutinies etc)
- To identify needs and to resource, in consultation with colleagues, whole-school projects within the limits of the allocated budget.
- To ensure 'entitlement of provision' for all children and the standards therein.
- Work collaboratively with colleagues within phase on curriculum planning, resources and enrichment events.
- Plan effectively to meet the needs of all pupils, including those with special educational needs and disabilities

Achievement and Standards

- To work closely and regularly with colleagues in identifying the 'picture' of achievement across the school alongside the local/national dynamic.
- To address, together with colleagues, group/cohort underachievement across the school
- To contribute to the identification of key areas of strength and weakness across the school

Leadership and Co-ordination

- Create a climate which enables other staff to develop & maintain positive attitudes.
- Track progress of all pupil premium pupils and vulnerable groups.

- To offer specialist support to all members of staff; to share knowledge and ideas and give advice to colleagues in order to sustain motivation and secure improvement in teaching.
- To produce reports to the Headteacher, Governing Body and relevant staff.
- To identify appropriate resources and ensure that they are used efficiently and effectively.
- Evaluate and monitor assessment procedures throughout the school and ensure accurate records are kept.
- To lead meetings throughout the year to enhance the development of the staff.
- To work collaboratively with other schools.
- To lead moderation exercises internally and externally to ensure consistency of assessment procedures throughout the key stages.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- Contribute to whole school events

Health, safety and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Follow the school's behaviour policy
- Enthusiastically promote the school's SPARKLE values

Professional development

- Positively engage with CPD procedures and opportunities
- Take part in further training and development in order to improve own teaching
- Attend weekly staff meeting

Communication

- Communicate effectively with pupils, parents and carers
- Communicate effectively with colleagues, especially Learning Coaches so that intervention is purposeful and impactful.
- Follow school protocol and expectations for communication with colleagues, parents and key stakeholders

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Be a role model to middle leaders, the wider staff and pupils setting an example to others
- Be committed to maintaining the distinctive and inclusive ethos of our school
- Be able to relate to all pupils in a positive and constructive way and inspire them to achieve more than they think possible
- Have qualities which earn the trust and respect of pupils, staff, parents, governors and the wider community
- Possess integrity, optimism, credibility, resilience and calmness
- Possess excellent written and verbal communication skills
- Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of our school
- Be able to build constructive working relationships with local schools and colleges, employers, the local community and the local authority
- Appreciate the balance between the academic, social and emotional development of young people, needed to create a good school.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities
- Be an ambassador for the school's SPARKLE values and model these at all times.

Safeguarding

- To play a key role within our safeguarding team
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school