



Believe Achieve Succeed - Learning without limits

## Job Description

<b>Job title:</b>	ASSISTANT HEADTEACHER
<b>Grade:</b>	Leadership Group L5 – L12
<b>Responsible to:</b>	Headteacher/Deputy Headteacher

The details outlined below represent the school's supplement to the relevant conditions of employment detailed in the School Teachers' Pay and Conditions Document and the job description of a class teacher at Stanburn Primary School.

### Job purpose:

- Supporting the headteacher's vision and strategic leadership
- Day-to-day operational management of the school
- Leading on areas of the school development plan
- Managing staff and resources to that end
- Taking the lead on an OFSTED area of development

### Other responsibilities:

The successful candidate will have a teaching commitment between 0.25 and 0.5, dependent on cover arrangements.

### Duties and responsibilities:

#### School culture and behaviour

Under the direction of the headteacher / deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school experience
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### Teaching, curriculum and assessment

Under the direction of the headteacher / deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Lead on an area of the curriculum



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### **Inclusion of all pupils**

Under the direction of the headteacher / deputy headteacher, the assistant headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate

### **Organisational management and school improvement**

Under the direction of the headteacher / deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the headteacher / deputy headteacher, the assistant headteacher will:

- Performance-manage middle leaders and teachers, including carrying out appraisals and holding staff to account for their performance
- Manage staff effectively, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Pastoral**

The assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)
- Provide staff with training and support so they can play a part in enhancing pupils' personal development

Please note that this is illustrative of the general nature and level of responsibility of the role. It's 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



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**Arrangements for appraisal of performance:**

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

**Equal Opportunities:**

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

**Signatures:**

This job description is current at the date below but will be reviewed on a regular basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Signed ..... Signed .....  
Assistant Headteacher Headteacher

Dated ..... Dated .....

**Review arrangements:**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.



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## Person Specification

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications &amp; experience</b>	<ul style="list-style-type: none"><li>• Qualified Teacher Status;</li><li>• Degree or equivalent teaching qualification;</li><li>• Professional development in preparation for a senior leadership role;</li><li>• A proven track record of successful team leadership;</li><li>• Experience of a leading successful school initiative;</li><li>• Successful experience of creating and maintaining effective partnerships with parents, the community and fellow professionals.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• An outstanding teacher, keenly interested in how children learn;</li><li>• A comprehensive understanding of the primary curriculum;</li><li>• Ability to lead by example and inspire and motivate staff at all levels;</li><li>• Ability to use and manipulate data to set targets and monitor and track student achievement, progress, behaviour, attendance and punctuality;</li><li>• Ability to review performance, identify team and whole school priorities and prepare and monitor impact of key targets in action plans;</li><li>• Ability to use data and staff development to raise standards.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Professional integrity;</li><li>• Personal resilience and level-headedness in high pressure situations;</li><li>• Excellent interpersonal skills with all stakeholders;</li><li>• Ability and commitment to implement the school's vision and values, acting as a positive role model for pupils;</li><li>• The ability to manage time well and working under pressure to deadlines;</li><li>• To think creatively to anticipate and solve problems;</li><li>• Able to juggle day-to-day demands with longer term strategic priorities;</li><li>• Energy, enthusiasm and the capacity for hard work;</li><li>• Excellent attendance and punctuality;</li><li>• A team player.</li></ul>