

## Assistant Headteacher Job Description

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**Designation:** Assistant Headteacher

**Location:** Must be willing to work in any of the six schools within the trust

**Reporting to:** Head of School/Headteacher/Executive Headteacher

**Salary Range:** L1-L5

This post is full time and is class based with leadership time.

### **Key Responsibilities – General:**

- To be an active and supportive member of the Senior Leadership Team of the school and attend all SLT meetings.
- To meet with the Headteacher/Head of School to discuss curriculum and assessment matters across the school.
- To build and promote a positive ethos which reflects the trust values and equality of opportunity for all of the school's stakeholders.
- To deputise for the Headteacher/Head of School in their absence.
- Support and represent the Headteacher/Head of School at meetings as and when required.
- The role will be class based with dedicated leadership time.
- Report regularly to the Headteacher/Head of School/Executive Headteacher and the Local Academy Council with regards to areas of the school for which you take strategic responsibility.

If the Headteacher/Head of School is absent from the school, the Assistant Headteacher must undertake such duties of the Headteacher as the Headteacher or the Governing Body shall require.

### **Main Tasks**

#### **Class Teacher Responsibilities**

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

#### *The Internal Organisation, Management and Control of the School*

- To have specific responsibilities to be agreed upon appointment in the role.
- To lead a faculty within the school.
- Be a Deputy Designated Safeguarding Lead

To contribute to:

- Fulfilling the school's mission statement, values and ethos.

- Promote all aspects of leadership within school and act as a role model.
- A School Development Plan, which will translate school aims and policies into actions.
- Monitoring and evaluating the performance of the school and its achievements.
- Implement the trust's policies on equal opportunities for all staff and children in relation to sex, gender, race, disability and special educational needs.

Specifically:

- Lead evaluation strategies to enhance whole-school self-evaluation and contribute to relevant sections of the SEF and SDP.
- Support the Headteacher/Head of School with all facets of external testing and assessment, including EYFS Baseline Assessment, Phonics Screening Check, Multiplication Tables Check and SATS, including logistics; statutory reporting to LA, DfE and parents.
- To work with other Faculty Leaders to:
  - > Co-chair in school Faculty meetings to ensure that the intent behind termly provision will be effective at having a significantly positive outcome on the attainment and progress of a cohort – particularly those children entitled to Pupil Premium and those with SEND.
  - > Utilise all formative and summative assessment information to accurately plan next steps for individuals, groups and cohorts.
- Use data to analyse attainment and progress of the whole school.
- Plan and implement strategies where improvement needs are identified.
- Hold regular supervision/appraisal meetings with key staff.
- Attend regular supervision meetings with the Headteacher/Head of School.

### **Teaching and Learning**

- be accountable for promoting effective teaching and learning and creating a stimulating and creative learning environment across the school.
- place learning at the centre of strategic planning and resource management.
- ensure continuity and progression across the school, in-line with the School Development Plan.
- evaluate the outcomes of effective teaching and learning across the school and play a key role in the self-evaluation process of the school.
- evaluate the outcomes of the implementation of project initiatives across the school.
- 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.

### **Pupil Care**

- Work alongside the Headteacher/Head of School to promote positive behaviour management
- Liaising with parents.

### **The Management of Staff**

- To participate in the selection and deployment of teaching and non-teaching staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.

- To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school.
- To contribute to staff development policies of the school in relation to:
  - ❖ The induction of 'Early Career Teachers' and other staff.
  - ❖ The provision of professional advice and support and the identification of training needs.
- To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

Specifically:

- Supporting the Headteacher/Head of School in monitoring and evaluating standards of teaching and learning and their impact of levels of attainment throughout the school.
- Part of the ECT Mentoring Team.
- Line Manager of a team of teaching staff.
- Support staff in the delivery of the National Curriculum and EYFS Framework.
- Act as line manager for any peripatetic teachers.
- Lead INSET, Staff Meetings and contribute towards the CPD of all teaching and non-teaching staff in relation to the curriculum.
- To regularly review one's own practice, setting personal targets and taking responsibility for personal CPD.

**Relationships**

- To advise and assist the Local Academy Council as required in the exercising of its function including attending meetings and contributing to reports.
- To help in maintaining and developing effective communications with parents, as the prime educator, and to provide positive responses to concerns and problems regarding their children's education.
- To assist in liaising with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- To assist liaison with other professional bodies, agencies and services.
- To develop and maintain positive links and relationships with local organisations and employers:
  - Promote a positive image of the school.
  - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of the community.