

Linaker Primary School

Job description: Assistant headteacher

Job details

Salary: L3 – L8

Hours: STPCD

Contract type: Full time

Reporting to: Head teacher

Responsible for: Teaching & Learning, Curriculum, Assessment

Main purpose

The assistant headteacher will support the headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of a minimum 50% complying with the Teachers' Standards and modelling best practice for others and stepping in when required.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Be committed to the wider life of the school
- Serve in the best interests of the school's pupils
- Deputise for the head teacher on a temporary basis if required

Duties and responsibilities

School culture and behaviour

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

- Create a culture where pupils experience a positive and enriching school life
- 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, 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
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

Additional and special educational needs and disabilities (SEND)

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

- Promote a culture of Inclusivity and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the 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 these school improvement strategies are effectively implemented

Staff management and professional development

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

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well 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

Governance, accountability and working in partnership

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

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Leading the curriculum

- Design, develop and regularly review the vision, aims and purpose for the curriculum
- Maintain the curriculum over time, amending it as required
- Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum
- Make sure that the curriculum:
 - Is well planned, sequenced and relevant
 - Meets the needs of all pupils
 - Reflects the requirements of the National Curriculum
 - Is implemented effectively and consistently across the school
- Establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils' learning
- Have an overarching responsibility for pupils' achievement and standards in the curriculum
- Keep up to date with national and international developments that may affect the curriculum
- Contribute to the school's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact

Leading and managing staff

- Hold team meetings on the curriculum [specify the frequency depending on the subject area, e.g. a foundation subject such as art could be held once a year, whereas maths or English would be held more regularly] to keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the curriculum
- Monitor teaching and learning by visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and provide continuing professional development (CPD) in the curriculum
- Present to staff, senior leaders, governors and parents (if required) on the curriculum
- Coach and model team teaching
- Support teachers to make accurate assessments, manage internal and external moderation, and complete external moderation exercises

Efficient and effective deployment of resources

- Work with the English and Mathematics subject leader to ensure that links between the subject topics are used within other subject areas
- Create a safe, welcoming environment and take care of the classroom accommodation
- Provide support with classroom displays for the subject area across the school to ensure they are stimulating, of high quality, and inspire curiosity in pupils
- Audit, check and manage resources to ensure they are up to date and match pupil and curriculum needs
- Prepare appropriate resources for remote learning to ensure the curriculum can be delivered to any pupils learning from home due to coronavirus

Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
- Plan and implement, monitor and evaluate interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

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.

Person specification – Assistant Headteacher curriculum

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience (Minimum of 6 years) • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development • Successful leadership in a core subject/ curriculum/assessment
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Expert knowledge of the National curriculum • Understanding of high-quality teaching and learning strategies, and the ability to model this for others and support others to improve • Understanding of how to design and develop a well-sequenced curriculum • Understanding of assessment and data and how to use assessment data effectively • Awareness of local and national organisations that can provide support with delivering the curriculum • Ability to build effective working relationships with staff and other stakeholders, both orally and in writing • Ability to adapt teaching to meet pupils' needs • Ability to build effective working relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Good IT skills • Ability to deliver training effectively • Ability to produce good quality written reports
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Commitment to the wider development of the school

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____