



JOB DESCRIPTION: ASSISTANT HEADTEACHER

Job Title/Post: Assistant Headteacher

Salary: Leadership Scale L4 – 8

Responsible to: Headteacher

Job Purpose:

To work with the Executive Headteacher & Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.

To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.

To this end the Assistant Headteacher will:

- Undertake the normal responsibilities of an upper KS2 class teacher
- Be the Leader of the KS2 phases
- Carry out the role of a curriculum team leader being responsible for the curriculum subjects in that team
- Be an active participant of the senior management/leadership team
- Assist the headteacher in the strategic leadership and management of the school
- Assist the headteacher in the day to day organisation and management of the school
- Support and/or represent the headteacher at meetings as and when required
- If the headteacher is absent from the school the assistant headteacher must undertake their professional duties to the extent required by the headteacher or the relevant body or, in the case of a foundation, voluntary aided or foundation special school, the governing body.
- Undertake such duties as are delegated by the headteacher
- Play a major role, under the overall direction of the headteacher, in formulating and reviewing the Development Plan, aims and objectives of the school by:
 - (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end;
 - (d) Monitoring progress towards their achievement.

Teaching and Learning:

1. To carry out the duties of a school teacher as set out in the current school Teachers' Pay and conditions Document and thereby lead by example for the staff.
2. To carry out the duties of the reception class teacher as detailed in the school's class teacher job description.
3. To assist in creating a Christian ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each



other.

4. To be responsible for specific aspects of school management to be agreed upon appointment.
5. To be responsible for the KS2 phase.
6. To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
7. Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
8. Monitor and evaluate pupil achievement and attainment throughout the school.
9. To Lead in driving standards/assessment forward in KS2
10. Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
11. Support subject leaders in the development and implementation of curricular initiatives.
12. To monitor the quality of teaching and learning, in line with the school policy. This will include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
13. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school.
14. Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
15. Take some responsibility for the pastoral care of pupils,
16. Liaise closely with all staff to ensure continuity and progression across the age and ability range.
17. To monitor the standards of behaviour and achievement across KS2
18. Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil' s achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
19. Supporting staff to meet personal and professional targets.



20. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.
21. To attend KS2 Residential

Recording and Assessment:

1. Update the Head Teacher, other senior managers and IEB on the effectiveness of provision for KS2 pupils in the school to include an annual development plan.
2. Have input into the target setting process for raising achievement for pupils and feedback to the Head Teacher.
3. Monitor progress and ensure appropriate action plans are in place where issues are identified.
4. Ensure planning is effectively carried out and ensure individual needs are being met.

Leadership:

1. Support the Headteacher in providing a clear direction for the development of the school.
2. To support the Headteacher and Family Support Worker in overseeing Pupil care and Welfare.
3. Contribute to establishing the core values of the leadership team and their practical expression.
4. Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school development plan.
5. Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
6. Assume responsibility for the leadership of the school in the absence of the Headteacher.
7. Attend SLT meetings as required, and report back to staff when necessary.
8. Establish good relationships, encourage good working practices and support and lead teachers.
9. Plan, organise and chair meetings as appropriate.



10. Liaise with teaching assistants and outside agencies.
11. Support the aims and ethos of the school.
12. Liaise with the IEB, when appropriate, to facilitate their overview of school management;
13. Attend and participate in open/parent evenings.
14. Uphold the school's behaviour code and uniform regulations.
15. Participate in staff training.
16. Attend team and staff meetings.
17. Develop links with IEB, Diocese, LAs and neighbouring schools

People and relationships:

1. To assist with the liaison with and co-operation with Authority / Diocesan officers and support services.
2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community.
4. Encourage moral and spiritual growth and civic and social responsibility amongst pupils,
5. Manage innovation and change
6. Work collaboratively with the school community.
7. Manage and develop effective working relationships with Headteacher and senior leaders in the school.
8. To maintain effective working relationships with external agencies and services contracted to the school and the authority.
9. To maintain good relationships with individuals, groups and staff unions and associations.



Human and material resources and their development and deployment:

1. Lead the professional development of all staff through example, coaching peer support and target setting.
2. Contribute to the audit of staffs' development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of new staff and for trainee teachers.
4. To participate in the recruitment and deployment of teaching and non-teaching staff of the school
5. Support the establishment of priorities for expenditure across the whole school and within departments.
6. Maintain effective and efficient management and organisation of the accommodation and resources of the school.
7. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.
8. Manage the resources for a specific subject area or a whole school aspect.

Other Duties and Responsibilities

1. Create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
2. Other duties that the Head Teacher may from time to time ask the postholder to perform.