

Job Description: Assistant Headteacher

Salary: L4-8

Contract: Full time / Permanent

Key Responsibilities: Either 'Curriculum Design and implementation' or 'Equality'

Main Purpose

The assistant headteacher, under the direction of the headteacher, will take a role in:

- 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 the achievement of the school's aims and objectives
- Lead in their key area
- Teach in either Key Stage 1/EYFS or Key Stage 2

Duties and Responsibilities

Under the direction of the headteacher:

- 0.7 (fte) teaching commitment
- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs
- Take on the role of Deputy Designated Safeguarding Lead alongside others in school

Pupils and Staff

Under the direction of the headteacher:

- Ensure ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, by leading from example and modelling
- Establish a supportive culture of staff development
- Hold all staff to account for their professional conduct and practice

Systems and Processes

Under the direction of the headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources

School Improvement

Under the direction of the headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
- Model best practice

Other Areas of Responsibility

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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, as directed by the headteacher.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher Status Degree NQT + 4 years teaching experience	Leadership qualifications Professional development in preparation for a leadership role
Experience	Experience in driving improvement Experience in contributing to staff development	Evidence of driving standards across a Key Stage Teaching and leadership experience across phases Successful leadership experience Involvement in school evaluation and development planning Line management experience
Knowledge	A sophisticated understanding of how to improve outcomes for all pupils, through high-quality teaching and learning How a coherent curriculum underpins successful learning Principles of effective staff development and how to establish a supportive culture Understand the role that can be played by engaging key stakeholders in school improvement	A knowledge of the role of the governing board
Skills	Motivational skills, supporting and inspiring others to improve Excellent behaviour management skills Data analysis skills and the ability to use data to set targets and identify weaknesses Managing effective school assessment practices Excellent ICT skills applied to in-school working practices	Understanding of school finances and financial management
Communication	Excellent communication and interpersonal skills Ability to communicate the school's values and promote the vision Ability to build effective working relationships	Using website and social media platforms to promote the school

Organisational	Able to plan and prioritise Maintain an ordered and inspiring working environment	
Leadership and Management	Committed to ensuring the safety, positive health and well-being of children and staff Excellent behaviour management skills Be committed to personal development Be aware of the policies and practices of the school and share in collective responsibility for their implementation	Participation in work with other schools/agencies
Personal Attributes	Commitment to safeguarding and equality A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure	Christian Ethos

Notes:

This job description may be amended at any time in consultation with the postholder. Harleston Primary CE Academy is planning to become an all through school. At this point the role will be subject to change. To discuss this in more detail please contact Miss Holgate, Head Teacher.