



St Christopher's School

Assistant Headteacher Job Description

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We are seeking to appoint an outstanding, passionate and motivated Assistant Head with Key Stage 1 experience to join our successful Infant School in August 2017. You will become part of a dynamic team who are creative, energetic and determined to give our pupils the best possible opportunity to benefit from an outstanding education.

The successful candidate will have the following attributes:

- Competence, expertise and a proven track record as an outstanding primary teacher, with recent Infant experience
- A clear understanding of outstanding primary practice
- A deep understanding of what works in teaching and how to raise performance and improve teaching quality
- A proven track record of raising standards of children's academic and personal achievement
- Confident and uncompromising leadership of learning and teaching, behaviour, attitudes to learning and parental engagement
- High standards of professional relationships and the ability to lead and develop staff
- The ability to lead teams through clear action planning
- Outstanding communication in both speech and writing
- Able to participate in decision making regarding whole school issues involving vision and school improvement
- To lead, as positive role model, school development plan initiatives
- To analyse pupil data and plan for improvement

The main responsibilities of the Assistant Headteacher are to:

- 1 Support the Headteacher in the strategic development of the school
- 2 Lead aspects of whole school improvement
- 3 Ensure that each Year Group operates efficiently and effectively
- 4 Administer Rewards and Sanctions
- 5 Ensure that the views of staff, parents and pupils are used to raise the quality of the educational provision and operation of the School
- 6 Monitor and evaluate the quality and consistency of educational experiences offered to pupils across each year group
- 7 Work towards better communications between all sections of the school community
- 8 Accept a measure of pastoral responsibility for all staff and especially for those within their link Year Group
- 9 Liaise with the Junior and Senior schools
- 10 Ensure that reports to parents are of a high and increasing quality
- 11 Ensure that the school works within the requisition budget to ensure that all necessary stock and materials are ordered
- 12 Assist with curriculum development



The following areas are shared with other Assistant Heads and are reviewed and rotated on an annual basis

- 13 Take responsibility for overseeing the development of staff
- 14 Take responsibility for overseeing the Appraisal of staff
- 15 Take responsibility for the induction of new staff
- 16 Take responsibility for overseeing relevant school publications; including on-line
- 17 Take responsibility for the Assessment Policy and Assessment procedures throughout the school
- 18 Take responsibility for collating the school calendar and improving liaison between staff and other schools for organising events
- 19 Take responsibility for ensuring that duty rotas are in place and adhered to