



## **JOB DESCRIPTION**

<b>School/College:</b>	Gaywood Primary School
<b>Job Title:</b>	Assistant Headteacher
<b>Grade:</b>	L6 – 10 (£44,542 - £49,197 per annum)
<b>Responsible to:</b>	Headteacher
<b>Working With:</b>	Teaching and support staff

### **Key Responsibility Areas**

#### **The main Duties and Responsibilities of the post are:**

- Be a member of the Senior Leadership Team
- Assist the Headteacher in leading and managing the school
- Develop the positive ethos and values of the school
- Lead and manage specific areas of school improvement, namely **EYFS/KS1**, and raising teaching standards through monitoring and assessment

#### **Achievement:**

- To ensure all pupils make good progress from their starting points
- To close the achievement gap for any underperforming groups of pupils
- To ensure that all pupils aspire towards national age-related expectations and above

#### **Professional Duties:**

## **Shaping the future**

- In partnership with the Headteacher establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school's improvement and self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

## **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training for teaching and support staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the schools through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to 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

## **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn

## **Person Sp**

- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

## **Managing the organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and solution focused member of the executive senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the Headteacher

## **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to school performance and standards
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take lead responsibility for promoting and safeguarding the welfare of children and young people within the school

## **Strengthening community**

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

**General:**

- To take an active part in all aspects of school life. To provide information and advice of the Headteacher as required and support accountability processes throughout the school.
- To take on specific tasks related to the day-to-day administration and organisation of the school as required.
- To take on any additional responsibilities which might, from time to time, be determined by the Headteacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**Person Sp**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Criminal Records Bureau.

# ASSISTANT HEADTEACHER ~ PERSON SPECIFICATION



## Qualifications

Essential	Desirable
<b>A person who has:</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Honours degree or equivalent qualification</li> <li>• Proven track record as a consistently good or outstanding practitioner</li> <li>• Evidence of Continuing Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• Registered/Started/Completed NPQML, NPQSL or NPQH</li> </ul>

## Experience

Essential	Desirable
<b>A person who has experience of:</b> <ul style="list-style-type: none"> <li>• Teaching Primary pupils (EYFS &amp; KS1)</li> <li>• Significant experience of senior management in Primary Schools (e.g. Key Stage Leader)</li> <li>• Leading and managing a major school initiative</li> <li>• Experience of coaching and mentoring</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching in more than one key stage</li> <li>• Teaching in more than one school</li> <li>• Leading a core subject</li> <li>• Leading staff development</li> <li>• Working with school parents' groups and the wider community</li> </ul>

## Personal and Professional Skills

Essential	Desirable
<b>A person who is able to:</b> <ul style="list-style-type: none"> <li>• Support and deputise for the Headteacher</li> <li>• Support the aims and ethos of the school</li> <li>• Take a lead role in school development</li> <li>• Demonstrate outstanding practice as a classroom practitioner</li> <li>• Carry out teaching duties in accordance with school schemes of work and the national curriculum</li> <li>• Communicate clearly and effectively with all those involved in the life of the school</li> <li>• Be flexible and supportive of staff</li> <li>• Contribute to staff development activities</li> <li>• Set a good example in terms of dress, punctuality, attendance and general professionalism</li> </ul>	<ul style="list-style-type: none"> <li>• Motivate and inspire confidence in pupils, staff, parents, governors and the wider community to further develop and promote the school</li> <li>• Deal sensitively with people and resolve conflicts</li> <li>• Communicate clearly and take into account, where appropriate, the views of others</li> <li>• Think creatively and imaginatively to solve problems and identify opportunities</li> <li>• Facilitate a collaborative approach to decision making</li> <li>• Delegate and monitor effectively</li> <li>• Lead whole school Acts of Collective Worship</li> <li>• Attend and participate in after school events and activities</li> <li>• Use a creative approach to curriculum design</li> <li>• Attend Governor's meetings</li> <li>• Prioritise and manage time effectively</li> </ul>

# ASSISTANT HEADTEACHER ~ PERSON SPECIFICATION



## Knowledge and Skills

Essential	Desirable
<p><b>A person with a good knowledge and understanding of:</b></p> <ul style="list-style-type: none"><li>• Current national education initiatives</li><li>• Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements</li><li>• Strategies for inclusion and development of all children</li><li>• A commitment to developing the whole child through an enriched curriculum in school and extra-curricular activities</li><li>• Good knowledge and understanding of the National Curriculum, including Foundation Stage Curriculum</li><li>• Knowledge of effective teaching and learning strategies to meet the needs of all pupils</li><li>• Ability to maintain high standards of discipline and behaviour throughout the school</li><li>• Good oral and written skills</li><li>• Ability to investigate, solve problems and make decisions</li></ul>	<ul style="list-style-type: none"><li>• Self Evaluation</li><li>• School Development Planning</li><li>• Monitoring and reviewing the School Development Plan</li><li>• The application of classroom observations and pupil conferencing to raise standards in teaching and learning</li><li>• Outdoor learning</li><li>• Working in partnership with parents and outside agencies</li><li>• Child Protection and Safeguarding procedures and legislation</li><li>• Staff development and performance management</li></ul>