



Job Outline

Assistant Headteacher

Responsible to: The Headteacher and Local Governing Body

Salary Grade: Leadership pay scale 1 – 5

Full time/Part time: Full time

Core Purpose:

The Assistant Headteacher will play a key role in the overall leadership in the school, supporting the Headteacher and Deputy Head in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they shall be achieved;
- c) managing staff and resources to that end; and
- d) monitoring progress towards their achievement;
- e) publicly supporting all decisions of the leadership team and Local Governing Body

Principle Accountabilities:

Management

The Assistant Headteacher will be able to lead on core standards across the school to successfully ensure pupil progress. He/she will also have responsibility for staff performance management and as a coach and mentor to teaching staff within the school.

Teaching

- Lead on teaching and learning across the school to successfully ensure excellent pupil progress.
- Support the Headteacher in the monitoring of the quality of teaching and children's achievement including the analysis of performance data;
- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development
- Provide an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff.
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external assessments.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;



- Support the Headteacher in the management and organisation of relevant groupings of children and through liaison with individuals as appropriate, in order to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.