

ELSLEY PRIMARY SCHOOL

JOB DESCRIPTION: ASSISTANT HEADTEACHER

This appointment is subject to the current conditions of employment of teachers and that of Assistant Headteachers contained in the current School Teacher' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the school's articles of government.

This job description may be amended at any time following discussions between the Headteacher and member of staff, and will be reviewed annually.

The Assistant Headteacher will work with the Headteacher and Deputy Head of Elsley Primary School and together they will be responsible to the Governors and the LA for effectively leading and managing the school to the highest possible standard.

Profile of Responsibilities

The main task of the Assistant Headteacher is to work with the Headteacher and Deputy Head to assist in creating, maintaining, reviewing and developing an effective teaching and learning environment within the school.

The Assistant Headteacher will have specific responsibilities to be decided based on skills and needs.

The Assistant Headteacher will play a key role in working with staff, governors, parents and other stakeholders. This would include attending Governing Body meetings when required.

A. Strategic direction and development Pupil Achievement in the school with the support of the Headteacher and Deputy Head to:

- Contribute towards a positive ethos in which **all pupils** have access to a broad, balanced and relevant curriculum.
- Contribute to the development and review of the school's policy and practice regarding inclusion and achievement.
- Regularly monitor progress of objectives and targets for pupils from teachers' plans, evaluate the effectiveness of teaching and learning by work analysis and use these analyses to guide future improvements.
- Analyse and interpret relevant school, local and national data and advise the Headteacher and Deputy Head on strategies and resources required to maximise achievement.
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

B. Teaching and learning – to:

- Support the development of the most effective teaching approaches.
- Collect and interpret specialist assessment data to inform practice.
- Work with pupils, class teachers and support assistants to ensure all pupils make good progress in their learning.
- Monitor the use of resources, teaching activities and target setting and systems for recording progress.

C. Leading and managing staff – to:

- Achieve constructive working relationships and establish opportunities to work with teachers and support assistants to review the needs, progress and targets of pupils.
- To lead in the development of teamwork, mutual support and collaboration with colleagues and the continuing motivation of staff.
- Provide regular information to the Headteacher, Deputy Head and Governors.
- Advise on and contribute to the performance management and professional development of staff.

D. Effective deployment of staff and resources – to:

- Advise the Headteacher, the Leadership Team and the Governing Body of priorities for expenditure and deployment of staff, and utilise allocated resources with maximum efficiency.
- Manage delegated budgets; maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting school objectives.
- Take on any additional responsibilities which might from time to time be determined by the Headteacher or Governing Body.

The Assistant Headteacher will be required to undertake the following responsibilities in consultation with the Headteacher and Deputy Head.

Leadership and Management

- To assist and support the Headteacher and Deputy Head in promoting the ethos, aims policies and objectives of the school.
- To lead the school in successful implementation of specific new initiatives in education as directed by the Headteacher and Governing Body.
- In conjunction with the Headteacher, Deputy Head and Governors to:
 - A. Formulate the aims and objectives of the school and establish the policies through which they shall be achieved.
 - B. Manage staff and resources to that end.
 - C. Monitor, evaluate and review progress towards their achievement.
- To play a major role in the formulation of the School Improvement Plan and its cycle of implementation and review.
- To deputise for the Deputy Head in her absence.
- Participate in the selection and appointment of the teaching and non-teaching staff of the school.

- To play a leading role in Performance Management and Staff Development.
- To attend and play an active part in meetings of the Leadership Group and Management Team.
- To actively support good communications at all levels.
- To actively ensure compliance of all staff with the requirements of the Health and Safety Policy.
- To take an active part in leading staff professional development.
- To assist in the monitoring and evaluation of teaching and learning and standards of achievement.
- To assist in implementing, monitoring and evaluating national and local educational initiatives.
- To assist in providing support and mentoring programmes for newly qualified teachers and students who use the school for other training purposes.
- To play a significant role in partnership with the Headteacher and Deputy Head in formulating, implementing and reviewing whole school policies and practice.
- As a member of the school leadership team and in consultation with the governing body, to play a significant part in school self evaluation.
- To be involved with the Headteacher, Deputy Head and staff in the organisation of school events, supporting the work of the Parent Staff Association (PSA) by attending meetings and events regularly.
- To play a full part in developing and maintaining good relationships between the school, parents/carers, linked schools, external agencies and the local community.

Curriculum

- To lead by example to all staff as an outstanding classroom practitioner.
- Monitor and evaluate the standards of teaching and learning and ensure that the highest standards of professional performance are established and maintained.
- To provide guidance and support to colleagues in their role as class teachers and subject leaders in implementing schemes of work and curriculum development.
- Assist in making arrangements for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school, in order to promote common understanding of its aims.
- To regularly lead school assemblies.

Pastoral

- To ensure high standards of physical and emotional care are maintained for all children.
- To ensure the implementation of the school's Behaviour Management Policy to promote positive behaviour and good order in the school.
- To provide advice and support to parents about their child's development, promoting a close relationship between home and school.
- To maintain good relationships with all staff, being aware of their needs, developing their confidence and creating a supportive working environment.
- To share with the Headteacher and Deputy Head responsibility for the Health, Safety and Welfare of pupils and staff.