



*Yes we can*

**Headteacher:** Zee Robins

**Job Description & Person Specification  
Assistant Headteacher for Teaching & Learning  
Henry Fawcett Primary School**

**Job Description**

Responsible to: The Headteacher/Deputy Headteacher  
Grade: Leadership scale 6 - 10 (inc LWA)  
Permanent Post – Full Time

**Roles and Responsibilities:**

The School Teacher Pay and Conditions Document gives details of the role and professional responsibilities of the Assistant Head Teacher. Within that framework, the Governing Body are seeking to emphasise the following:

**Purpose of Post:**

In addition to carrying out the professional duties of a teacher as outlined in Part XII of the School Teachers' Pay and Conditions Document, the Assistant Headteacher has a major role to play in assisting the Headteacher in providing the highest quality of education, range of opportunities, standards of achievement and attainment for all pupils by clear leadership and management in:

- ◇ formulating the aims and objectives of the school
- ◇ establishing the policies through which they shall be achieved
- ◇ managing the staff and resources to that end
- ◇ monitoring the progress towards their achievement
- ◇ support and develop high standards of behaviour, attendance and punctuality of pupils

The Assistant Headteacher should be an excellent classroom practitioner, a capable administrator and an effective participant in all aspects of school administration. This post will have some teaching commitment however this will be reviewed from time to time for the efficient running of the school.

The Assistant Headteacher will also be expected to support the Headteacher and Deputy Headteacher in discharging their duties in the absence of the Headteacher.

The Assistant Headteacher will have curriculum management responsibility for an area of the curriculum.

**Job Description for Assistant Headteacher for Teaching & Learning  
Responsibilities**

**Strategic direction and development of the school**



*Yes we can*

**Headteacher:** Zee Robins

- To work closely with the Headteacher, staff and Governors in developing a fully inclusive school
- To monitor and evaluate the provision for pupils who, without support or intervention, may underachieve or face barriers to their learning
- To promote the safeguarding of children
- To analyse all available data to identify patterns of underachievement and develop appropriate action plans
- To liaise with outside agencies where necessary.
- As part of the senior leadership team work to improve standards in the school through the School Development Plan
- To monitor, evaluate and review with the SLT the effectiveness of school policies, priorities and targets
- To lead by example to inspire and motivate pupils, staff, parents and Governors in a shared vision and purpose for the school
- To prepare and present reports as required to e.g.: governors, LA, parents, outside agencies
- To promote a positive ethos in the school based on high expectations of teaching and learning
- To work with staff, pupils, governors and parents to secure commitment to the vision and direction of the school
- To undertake training and professional development as appropriate
- To attend occasional meetings during evening hours, at weekends or in school holidays as requested

### **Teaching and learning**

- To be an excellent, effective and efficient practitioner whom others can look to as an example of good practice
- To carry out teaching duties as agreed with the Headteacher – this may include taking full responsibility for a class, providing cover for absent colleagues or those released for professional development, taking identified groups for additional support, teaching booster classes (This list is not exhaustive)
- To monitor and evaluate the quality of teaching and standards of learning and agree areas for improvement
- To assist in the development of a curriculum that promotes equality and provides positive challenges for able pupils
- To support colleagues and ensure that all new staff are appropriately inducted
- To observe and support students and/or work experience and/or volunteers
- To create and promote positive strategies for developing good race relations and ensure that agreed equal opportunities policies are implemented
- To create and promote positive strategies in respect of disability
- To support the SLT in keeping under review the agreed behaviour policy of the school and assist the staff in day to day matters of discipline
- To work in partnership with parents to develop and improve pupil achievement



*Yes we can*

**Headteacher:** Zee Robins

### **Leadership and management**

- To support the Headteacher in maintaining high morale and confidence amongst staff, and to set an example of professional standards and leadership
- To work with the Headteacher to ensure that Governors are kept fully informed and to assist and advise them in the discharge of their duties through professional advice and support
- To support the Headteacher and SLT in school self-review procedures, including the strategic use of performance data and the subsequent formulation of the School Development Plan, CPD and the SEF
- To take a senior role in developing the school curriculum
- To meet with and report to the Headteacher and Deputy Headteacher on a regular basis to ensure the efficient management of the school
- To ensure good communications are maintained between staff through structured meetings and the regular dissemination of information
- To actively promote constructive working relationships within the school and a pleasant professional atmosphere
- To be aware of all Equal Opportunities implications within our school and to help lead in their continued development
- To undertake other reasonable duties at the request of the Headteacher

Job descriptions are annually reviewed and may be amended as required after consultation with the Assistant Headteacher.

### **Assistant Head Teaching & Learning: Person Specification**

#### **[A] Qualifications and Professional Development**

• Qualified teacher status	<b>E</b>
• Minimum of 5 years teaching experience	<b>E</b>
• Evidence of regular, recent and appropriate professional development for the role of school senior leader	<b>D</b>

#### **[B] School leadership and management**

• Ability to motivate and lead a staff team	<b>E</b>
• Have held a post of responsibility for curriculum and/or management with proven evidence of successful leadership in this role	<b>E</b>
• To have been involved in school self -evaluation and development planning.	<b>D</b>
• Have evidence of leading professional development within the context of school improvement	<b>E</b>



Yes we can

Headteacher: Zee Robins

• To have had responsibility for policy development and implementation	D
• Have proven experience of high standards of primary classroom practice	E
• Have experience of delivering training for others: teaching and non-teaching staff	E
• Have experience of being a Performance Manager/Teacher Appraiser	E
• To be flexible and committed to attend after school/evening meetings as required	E

**[C] Experience and knowledge of teaching**

• Experience of teaching in more than one school	D
• Be an outstanding classroom practitioner with substantial experience, preferably across the primary age range	E
• To be able to effectively use data, assessment and target setting to raise standards/address areas for development	E
• A commitment to raising pupil achievement through improving the quality of teaching and learning	E
• A knowledge and understanding of the legal requirements in respect of Special Educational Needs and Disability	E
• An understanding of equal opportunities issues in schools and a clear appreciation of the needs of pupils from a variety of social, cultural and religious backgrounds	E
• An ability to sensitively relate to parents, the local community and outside agencies	E

**[D] Professional Attributes**

• Ability to analyse, prioritise and meet deadlines.	E
• Ability to use IT to support provision mapping, the curriculum and the work organisation.	E
• Ability to work as part of, and contribute to, the whole school team.	E
• Excellent written and verbal communication skills.	E
• To be a leader of learning demonstrating, promoting and encouraging outstanding classroom practice.	E
• Ability to use assessment data to report on pupils' performance to the Leadership Team and governors.	E
• Excellent time keeping and management skills.	E

**[E] Personal Qualities**

• Be a positive role model at all times, a highly effective and respected representative of the school.	E
• Demonstrate personal enthusiasm and commitment to leadership	E
• Inspire trust and confidence	E
• Manage and resolve conflict	E



*Yes we can*

**Headteacher:** Zee Robins

• Prioritise, plan and organise themselves and others	<b>E</b>
• Demonstrate initiative	<b>E</b>
• Be aware of their own strengths and areas for development	<b>E</b>
• Demonstrate resilience and optimism	<b>E</b>