



Assistant Headteacher

Job Outline

Purposes of the post

To support the Head of School in managing and leading the school as a member of the Senior Leadership Team

Professional Duties

An Assistant Headteacher has the same professional duties as classroom teachers. In addition, an Assistant Headteacher is required to do the following:

1. Leadership

- To assist the Head of School in planning strategically for future developments in the school and implementing the school vision.
- To assist the Head of School in monitoring and improving the quality of the curriculum and teaching and learning across the school.
- To assist the Head of School in developing and implementing a programme of school self-review.
- To play a role in the evaluation, co-ordination and implementation of the School Development Plan.
- To attend Senior Leadership Team meetings and contribute to the work of the team, leading projects where relevant.
- To play a full and active part in developing the ethos of the school including leading assemblies on a regular basis.
- Alongside the Head of School and Assistant Headteacher, to take responsibility for dealing with the behaviour of children, including lunchtimes.
- To promote good staff morale and set an example of professional behaviour for other staff through own conduct while in school.
- To write and manage timetables and rotas to assist the smooth running of the school day to day.
- To take on specific tasks related to the day to day administration and organisation of the school as requested by the Head of School.
- To take on additional responsibilities that might arise from time to time.

2. Safeguarding

- To be part of the designated safeguarding team as Deputy Designated Safeguarding Team.
- To take responsibility for ensuring that all staff understand and follow safeguarding policies
- To ensure that all teaching and support staff are fully inducted in and made aware of the school safeguarding procedure including knowing the names of the designated CP officer (DSL).
- To be responsible for monitoring that all policies and procedures are followed by all teaching and support staff.

3. Stakeholders

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- To foster good relationships between all members of staff, with parents, the governing body, the local community and outside agencies.
- To attend Governing Body meetings, committee meetings and other community meetings, as appropriate.

4. Specific Tasks

Upper Key Stage 2 Lead

- To hold a strategic overview on Upper KS2
- To co-ordinate and support the Upper KS2 team
- To monitor and evaluate the work of the team in order to maximise children's attainment
- To work with class teachers and support staff to ensure supported lessons providing differentiated material for all students
- To assist staff in the acquisitions and preparation of resources which will facilitate wider inclusion of all students
- To promote a safe and secure learning environment
- To co-ordinate liaison with Schools staff, outside agencies and parents where appropriate
- To input into standards meetings
- To identify CPD gaps and provide training for staff where appropriate
- To liaise with the Head of Schools about priorities for the use of resources
- To liaise with secondary schools for transfer information
- To keep up to date with the relevant legislation and policies
- To work with parents to maintain regular contact to keep them informed of their child's need and of their progress, and to maintain positive family support and involvement



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