

**Headley Park Primary School**  
**Assistant Headteacher - Teaching and Learning**  
**Job Description**

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| <b>Job title</b>      | Assistant Headteacher - Teaching and Learning |
| <b>Location</b>       | Headley Park Primary School                   |
| <b>Salary</b>         | L4-8 (£45,434-£50,151 per annum)              |
| <b>Responsible to</b> | Headteacher and Governing Body                |
| <b>Contract type</b>  | Full time, permanent                          |

### Role summary

This job description should be read alongside the range of duties set out in the current School Teachers' Pay and Conditions Document.

This document summarises the range of responsibilities of the Post Holder and provides a framework for professional development. The specific nature of the responsibilities to be undertaken by the successful candidate will be modified over time to meet the needs of the school.

Although this post will be non-class based, it is anticipated that the Post Holder will be required to undertake some regular teaching responsibilities to ensure the smooth running of the school.

#### Main purpose:

Headley Park Primary School exists to ensure that **all children** enjoy their education, achieve excellence and develop character as part of a strong community. Everything we do at HPPS is led by four key drivers: excellence, community, character, enjoyment.

The role of assistant headteacher is to support the Headteacher in providing professional leadership for the school; ensuring high quality education for all pupils; and implementing strategies that enable improvement to be made and standards to be raised.

### Duties

#### Main activities

##### Excellence - curriculum, pedagogy and assessment

- With the support of the headteacher, ensure the effective implementation of a well sequenced, coherent curriculum
- Develop an effective assessment framework, and monitor and evaluate the effectiveness of assessment procedures in order to identify and act on areas for improvement
- Demonstrate excellent classroom teaching in order to establish credibility, act as a role model and leader to teaching and support staff, and foster the high expectations to which the school aspires
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted

- Coordinate pupil progress meetings in order to set targets and make individual plans for raising achievement for specific children or groups
- Take responsibility for the development of effective timetables, which meets the needs of pupils within the statutory frameworks and the resources available
- Develop understanding and practice amongst staff about different learning needs and effective ways of raising achievement for all children (including EAL)
- Provide training for staff on effective teaching and learning, and support colleagues to improve their practice
- Take responsibility for collating evidence for specific sections of the school's Self Evaluation Form and Development Plan
- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness
- Take responsibility for coordinating provision for Pupil Premium Funded Children
- Ensure policies related to teaching and learning, curriculum and assessment are up to date, communicated and distributed correctly.

### **Community**

- Act as the headteacher, undertaking all the duties and responsibilities that the role requires, in the absence of the headteacher, where required
- Support and secure the commitment of others to the vision, values and policies of the school and promote high levels of achievement across the school
- Support other members of the leadership team to ensure effective Child Protection across the school
- Promote the welfare of all children and support the Designated Safeguarding Leader (and headteacher) in all aspects of safeguarding
- Support the appraisal process for teachers and support staff as required and use the process to develop personal and professional effectiveness
- Take responsibility for inducting new staff and students and keeping the contents of the staff handbook up-to-date
- Report to governors, the headteacher and SLT, and the Cathedral schools Trust executive team on teaching, learning and assessment trends
- Share with the headteacher and assistant head in the pastoral care of all the school staff
- Liaise effectively with parents, governors and other parties linked to the school and develop effective working partnerships
- Attend and contribute to meetings with other professionals involved in the welfare and development of the children as well as formal and informal conferencing with parents and/or carers, where required
- Take assemblies regularly and teach classes or groups when required to ensure the smooth running of the school
- Work closely with colleagues across the Cathedral Schools Trust, representing the school when required.

### **Character**

- Support the headteacher and other members of the leadership team in establishing a learning environment that promotes high standards of behaviour, behaviour for learning and independence
- Work with the headteacher and assistant head in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards

### **Enjoyment**

- Demonstrate visible leadership during the course of the formal and extended school day
- Contribute to the development and implementation of a broad and rich curriculum which meets the needs of the range of pupils in the school

- Act in accordance with school policy on equal opportunities and anti-discrimination
- Act in a way that shows respect for other adults as valuable contributors to the effectiveness of the whole school. This implies conduct that demonstrates a commitment to participation in a shared school venture and a respect for boundaries and confidentiality
- Set a good example in terms of dress, punctuality and attendance.

#### **Other Duties and Responsibilities**

- Take on specific tasks related to the day to day administration and organisation of the school
- Take on any additional responsibilities agreed with the headteacher
- Challenge the headteacher, in a professional manner, if he/she acts in a manner which may be deemed inappropriate or ineffective.

This list of duties is not exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the school and in keeping with the general profile of the post and commensurate with the grade.

### **General accountabilities**

- So far as is reasonably practicable, the post holder must promote safe working practices by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the corporate health, safety and welfare policy and codes of practice
- Work in compliance with the codes of conduct, regulations and policies of the Cathedral Schools Trust and its commitment to equal opportunities
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment.

All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

*The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.*