Woodside Primary Academy

Job Description
Assistant Headteacher
(Key Stage 2 Specialist)

The job description should be read alongside the range of duties and responsibilities of Assistant Headteachers and teachers set out in the School Teachers Pay and Conditions document.

Job Purpose

The Assistant Headteacher, in addition to carrying out the professional duties of a teacher. Shall:

Play a major role under the overall direction of the Headship Team to:

- Support the formulation and development of a shared vision for the school.
- Support the formulation of the aims and objectives of the school.
- Manage staff and resource to that end.
- Monitor progress towards that achievement.
- Deputise for the Heads of School or Headteacher as appropriate.

Major Tasks

A. Strategic direction and development of the school:

- To work alongside the Headship Team to achieve the overall vision, aims and ethos of the school.
- Work alongside the Headship Team and Senior Leadership Team to formulate, implement and monitor the School Development Plan effectively.
- Share the responsibilities for the development and implementation of the school's Performance Management Policy as part of the Senior Leadership Team.

B. Curriculum planning, learning and assessment.

- To implement a broad and balanced curriculum reflecting the school ethos and identity of the school.
- Work with the Headship Team, SLT and TLR members to secure continuity in the school curriculum.
- Work with the Headship Team, SLT and TLR members to raise standards throughout the school.
- Assist the Headship Team in promoting and developing the school's Behaviour and Inclusion Policy.
- Share with the Headship Team and SLT responsibilities for ensuring the quality of teaching and learning through monitoring and evaluation.
- Planning timetables and rotas to ensure the smooth running of the school on both day-to-day and long-term basis.
- Maintain knowledge of involvement in, current educational issues.

C. Leading and Managing Staff

- Work alongside the Headship Team, SLT and TLR members to provide coaching, partnership teaching, training and other forms of staff development.
- To share with the Headship Team and SLT the responsibility for the development and implementation of the school's performance management policy.

- To take responsibility for the induction, mentoring and professional development of staff.
- Provide an exemplary professional role model for all staff.
- To plan and deliver training and support for staff.

D. Efficient and Effective Deployment of Staff and Resources.

- Assist the Headship Team and SLT in the co-ordination of the work of TLR members, encouraging a collaborative approach to teaching and management, and attending meetings as appropriate.
- Maintain and ensure effective communication systems are in pace.
- To plan for and organise staff effectively including cover.

E. Partnerships.

- Work alongside the Headship Team and SLT in supporting effective teamwork, securing high standards and promoting the emotional well-being of pupils.
- To promote positive partnerships with parents, parish and the wider community.
- Promote and support parental involvement.
- Work alongside the Headship Team in the development and running of the school sites.

F. Management.

- To deputise for the Heads of School or Headteacher as appropriate in all aspects of school management.
- Undertake such training when and as is necessary to undertake this aspect of work.
- Ensure that equal opportunities are upheld throughout the curriculum, policies and employment practices.

G. Lead Responsibilities.

- To lead the collection and analysis of data across the school
- To line manage and support Year Group Leaders across the primary range.

This job description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.