

# **ASSOCIATE HEADTEACHER**

## **Job Description**

<b>Job Title:</b>	<b>Associate Headteacher</b>
<b>Salary:</b>	<b>Standard leadership scale in line with the current School Teachers' Pay and Conditions document GROUP 5 L22-L28</b>
<b>Academy:</b>	<b>Priestmead Primary School</b>
<b>Line Manager:</b>	<b>The Executive Headteacher of The Pegasus Partnership Trust</b>
<b>Supervisory Responsibility:</b>	<b>Leadership Team</b>

### **Main purpose of the job**

To undertake all the professional duties of a teacher and leader at Priestmead Primary, linked to the terms and conditions specified in the School Teachers' Pay and Conditions Document, and under the reasonable direction of the Executive Headteacher. This job description should be read alongside the range of duties and responsibilities of Headteacher as set out in Part 9 of the annual Teachers' Pay and Conditions Document.

*In addition, the Associate Headteacher will be expected to:*

- Inspire, excite and innovate approaches to learning, by promoting and supporting the vision and direction of Priestmead Primary School
- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community, through day-to-day leadership which enables success
- Work with the Executive Headteacher, The Pegasus Partnership Trust Board of Trustees and Local Stakeholder Group to create and implement the strategic direction
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Lead the Leadership Team through professional leadership and management of the school
- Share in the corporate responsibility for the well-being and discipline of all children and ensure a positive learning behaviour is established throughout the school, with safeguarding being paramount in all decisions and actions
- Support, hold accountable, develop and lead the staff to ensure high quality teaching, effective use of resources and improved standards of learning and achievement across the school
- To collaborate effectively and positively with the all leaders, staff, parents/carers and stakeholders at Priestmead and across The Pegasus Partnership Trust

### **Priorities:**

Your priorities will be:

- Targets detailed within your performance development review
- Whole school priorities detailed within Priestmead Academy Development Plan (ADP) and implementing their own termly action plans
- Development of new initiatives to help every Priestmead child to continue to achieve personal bests

### **General Duties:**

The education and welfare of children in accordance with the requirements and conditions of the *School Teachers' Pay and Conditions Document*, having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and any policies of the Trust.

Safeguarding is high priority and the Associate Headteacher is expected to model excellent practice at all times, embedding the school's policies and procedures.

**The Associate Headteacher must always have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Trust**

### **Professional Responsibilities:**

The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the following professional duties

#### ***1.0 Supported by the Executive Headteacher:***

### **SHAPING THE FUTURE**

1.1 To work with the Local Stakeholder Group (LSG), Board of Trustees (BoT) and the community to refine the vision for the academy so that it is clearly articulated, shared, understood and acted upon effectively by all

1.2 To work within the community to translate the vision into agreed objectives and operational plans, which will promote and sustain academy improvement

1.3 To promote excellence, equality of opportunity and high expectations of all staff, children and stakeholders

1.4 To consolidate the use of metacognition, experiential learning and the use of appropriate new technologies so as to more fully engage children to excel and aspire for more

1.5 To ensure that strategic planning takes account of the diversity, values and experience of the academy and community at large

#### ***2.0 Supported by the Executive Headteacher:***

### **LEADING TEACHING & LEARNING**

2.1 To ensure a consistent and continuous school-wide focus on children's achievements, using data and benchmarks to monitor progress in every child's learning and assess the need for intervention as soon as problems arise

2.2 To nurture the development of challenge-based learning so that it contributes to effective and comprehensive coverage of our curriculum

2.3 To develop the wider curriculum

2.4 To ensure a culture and ethos of challenge and support where all children can achieve success and become engaged in their own learning

2.5 To demonstrate and articulate high expectations and set stretching targets for the whole community, inspiring and motivating staff by providing models of outstanding teaching

2.6 To implement strategies which secure high standards of behaviour including strategies to develop playtime and after school activities as learning experiences

2.7 To monitor, evaluate and review classroom practice and promote improvement strategies

2.8 To challenge underperformance at all levels and ensure effective corrective action and follow-up

*3.0 Supported by the Executive Headteacher:*

## **DEVELOPING SELF & WORKING WITH OTHERS**

3.1 To build a collaborative learning culture within the academy and actively engage with other schools to build effective learning communities

3.2 To develop and maintain effective strategies and procedures for staff induction and professional development

3.3 To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities

3.4 To develop and maintain a culture of high expectations for self and for others and to take appropriate action when performance is unsatisfactory

3.5 To manage own workload and that of others to allow an appropriate work/life balance

*4.0 Supported by the Executive Headteacher:*

## **MANAGING THE ORGANISATION**

4.1 To create and keep under review an organisational structure which reflects the Trust and the Academy's values, and enables management systems, structures and processes to work effectively in line with legal requirements

4.2 To produce and implement clear, evidence-based improvement plans and policies for the development of the academy and its facilities

4.3 To embed the principles of distributive leadership throughout the academy

4.4 To manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities

4.5 To recruit, retain and deploy dedicated and able staff and manage their workload to achieve the vision and goals of the academy

4.6 To develop the coaching of staff as an integral part of successful performance management

4.7 To manage and to organise the environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations

4.8 To use and integrate a range of technologies effectively and efficiently to manage the academy

*5.0 Supported by the Executive Headteacher:*

## **SECURING ACCOUNTABILITY**

5.1 To fulfil commitments arising from contractual accountability to the Board of Trustees (BoT) and the Local Stakeholder Group (LSG)

5.2 To develop an ethos which will enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

5.3 To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

5.4 To work with the BoT & LSG (providing information, objective advice and support) to enable it to meet its responsibilities

5.5 To develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including stakeholders, parents and carers

5.6 To reflect on personal contribution to academy achievements and to take account of feedback from others

*6.0 Supported by the Executive Headteacher:*

## **STRENGTHENING COMMUNITY**

6.1 To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of children and their families

6.2 To develop a comprehensive system of communications so as to create and maintain an effective partnership with parents and carers to support and improve children's achievements and personal development

6.3 To seek opportunities to invite parents and carers, former pupils, other schools, community figures, businesses and other organisations into the academy to enhance and enrich the academy and its value to the wider community

6.4 To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives

*7.0 Supported by the Executive Headteacher:*

## **EQUAL OPPORTUNITIES, HEALTH & SAFETY & GDPR**

7.1 To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010

7.2 To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with, whom contact is made, such as members of the public, in premises or sites controlled by the school

7.3 To ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals

7.4 When working with computerised systems to be completely aware of responsibilities at all times under the General Data Protection Regulations 2018 for the security, accuracy, and significance of personal data held on such systems

### **Time:**

- Full time
- Before school/ Lunch/ After School duties as required including support for Pegasus Club as needed
- Dedicated Associate Headteacher time

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of academy organisation and may change either as your contract changes or as the organisation of the academy is changed. Nothing will be changed without consultation.

This document must not be altered once it has been signed but will be reviewed annually.

**Signature of  
Associate Headteacher**

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**Date**     /     /

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**Signature of  
Executive Headteacher**

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**Date**     /     /

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# **ASSOCIATE HEADTEACHER**

## **Person Specification**

***All elements are essential***

Candidates should effectively write to our person specification.

The supporting statement should be no more than three sides of A4 as a separate attachment to the application form. The supporting statement should demonstrate your potential to professionally develop as an Associate Headteacher or your substantive experience should you wish to start at a higher salary within the salary group.

**Generic application letters/CVs will not be shortlisted.**

## **Qualifications & Experience**

1. Qualified teacher status or equivalent & evidence of outstanding teaching experience across the Primary age (must include EYFS), for at least five years.
2. Experience of Senior Leadership or Headship for at least three years
3. At least a 2:1 degree or recent evidence of research-based learning/enquiry or other professional qualification

## **Knowledge and skills**

The ability to effectively:

4. Proven successful leadership at senior management level of delivering high quality education in a primary school with significant impact (including performance data) across the whole school involving all stakeholders; including successful strategies used to lead change and innovation
5. Lead a team of staff, including a curriculum leadership area, across the Primary range
6. The ability to plan strategically with or as a Headteacher or other senior leader, to build and communicate a coherent vision in a range of compelling ways
7. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the school including closing gaps for Pupil Premium children
8. Use a variety of teaching and learning strategies to maximise achievement for all children including those with special educational needs and high achievers, with impact of raising standards
9. Communicate clearly and as a positive role model, both verbally and in writing, to a range of audiences including the whole school community
10. Evidence of the ability to manage performance and promote continuing professional development for self and all others within the school, including experience of the effective recruitment and management of staff and how coaching and distributive leadership can work
11. Make professional and innovative use of IT and help lead and inspire others.
12. Ability to engage the school community in the systematic and rigorous self-evaluation of the work of the school

## **Commitment**

13. Promoting parental and local community involvement.
14. Bringing the best out of all staff and children
15. Furthering your own professional, skills, knowledge and abilities and demonstrate you have the potential to become an outstanding Associate Headteacher.
16. Promoting and safeguarding the welfare of children and young people within the school referring to excellent practice and robust measures.

## Personal Attributes

17. Has integrity with the ability to be both discreet and calm in the challenges of a Leadership post
18. A team-player with emotional intelligence to bring the best out in children and adults
19. A leader ready for more creative blue-sky-thinking, taking calculated risks to achieve aspirational targets