



EDUCATION SERVICES

ASSISTANT HEADTEACHER

LEADERSHIP SCALE L8-10

JOB DESCRIPTION

AIMS AND PURPOSE OF THE JOB:

- To support every child to ensure they have the opportunities to: achieve and be active, be healthy and nurtured, be included, respected and responsible and feel safe
- Seek opportunities to involve parents and carers, the parish, community figures, businesses and other organisations in the life of the School to enrich its value in the wider community
- To assist the Headteacher in the leadership and management of the school in formulating and fulfilling the vision, aims and ethos of the school, establishing the policies of the school through which they are achieved, managing staff and resources and monitoring progress towards their achievement
- To promote high levels of achievement through inspirational leadership and creativity
- To develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account
- To undertake the professional duties of the Head teacher or Deputy Headteacher reasonably delegated to you by the Headteacher
- To work in partnership with the Headteacher to communicate and implement the school's vision for improving standards
- To exemplify the application of agreed policies, priorities and expectations, setting good example to other colleagues
- Promote and safeguard the safety and welfare of children

LEADERSHIP AND MANAGEMENT:

- To be a member of the School Leadership Team and put into practice decisions made at School Leadership Team meetings
- To take a leading role in the monitoring, evaluating and reviewing the curriculum in order to promote high standards of achievement for all pupils across the school
- To take a leading role in a significant area of the school
- To be actively involved in school self-evaluation leading to the review, compilation and implementation of action plans and subsequent priorities for school improvement
- To share responsibility for the analysis of key school performance indicators to drive school improvement and to ensure priorities are appropriate
- To assist the Headteacher in the provision of continuing professional development through appropriate INSET as guided by the school's Self Evaluation and the policy of the Education Service
- In conjunction with the Headteacher to take responsibility for the behaviour and well-being of pupils
- To lead by example, a team culture which promotes collaboration, sharing of professional values, knowledge and understanding, celebration of achievements and a team responsibility for outcomes

LEADING TEACHING AND LEARNING:

- To be responsible for a class
- To be responsible for, lead and co-ordinate designated areas of learning and specific areas of the curriculum (areas to be decided in discussion with the Headteacher)
- To lead and co-ordinate regular Key Stage meetings and liaise with the other phase leader/s
- To demonstrate practically the vision of the school

- To ensure that pupils develop skills in line with the Bailiwick of Guernsey Curriculum and achieve personal development outcomes in order to learn effectively and with increasing confidence and independence
- To evaluate outcomes achieved from classroom practice and lead the target setting process

LEADING PROFESSIONAL LEARNING AND DEVELOPMENT:

- To be a reflective practitioner, evaluating and improving own practice in order to take teaching and learning forward
- To lead, oversee and undertake the performance management of teachers and learning support assistants, setting and agreeing targets linked to the school development plan and to identify personal professional development needs
- To lead, deliver and coach staff in professional development activities and evaluate the outcomes
- To lead areas of school development by sharing professional learning, expertise and skills with others, and participating in collaborative learning opportunities
- To provide mentoring, induction and support to learning support assistants, staff new to the school, newly qualified teachers and student teachers
- To be innovative taking full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Improvement Plan and the performance management process
- To be well informed of both local, national and international developments which should lead to improvements in learning and attend meetings on behalf of the school and report back to the Headteacher and staff where appropriate

HEALTH, SAFETY AND WELFARE:

- To comply with procedures on all matters concerning child protection, health, safety and welfare, confidentiality and data protection in accordance with the policies and procedures of the Education Service and to report all concerns to an appropriate person

- To take responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
- To commit to uphold the States of Guernsey environmental policies and aspirations for sustainable learning provision

RESPONSIBLE TO:

The Headteacher of the school

ACCOUNTABLE FOR:

- Assisting the Headteacher in the leadership and management of the school in formulating and fulfilling the vision, aims and ethos of the school, establishing the policies of the school
- The monitoring of pupil progress and attainment
- Improving and extending professional effectiveness of staff through performance management

GENERAL:

- To take part in extra-curricular activities and be actively involved in parent/carers meetings and school events
- To conduct assemblies and collective worship on a regular basis
- To actively demonstrate excellent relationships with parents/carers, the PTA and the community which are based on strong partnerships, involving the community as partners in the education of the Bailiwick's children

KEY CRITERIA:

1. Proven, effective leadership skills with the ability to lead all staff as an effective team member within a Primary setting
2. Experience of successfully implementing strategies for improving standards which have impacted on school outcomes

3. Excellent and committed classroom teacher with a proven record of securing excellent pupil progress
4. Experience of leading whole school initiatives that have resulted in positive outcomes for learners
5. Ability to manage the performance of others
6. Proven experience of technologies and ICT for learning and teaching and for management purposes in order to raise standards
7. Evidence of relevant continued professional development
8. Excellent communication and interpersonal skills and proven ability to operate in confidence at all levels
9. Effective time management and organisational skills with the ability to prioritise
10. Experience, understanding and skills relevant to the specific responsibilities of the post

The job description is subject to the general conditions of service for a teacher as set out in Terms and Conditions for Teachers in Guernsey. The person appointed will be employed by the States of Guernsey.

The above duties are not exhaustive but the job description is current at the date shown, and is a guide to the work the post holder will be required to undertake. This job description will be kept under review and may be subsequently amended or modified in discussion with the post holder to meet changing circumstances.

The States of Guernsey is committed to safeguarding and promoting the welfare of young people and expects all employees and unsupervised volunteers to share this commitment. The post holder is therefore required to hold an Enhanced and Barred DBS Certificate and be registered with its Status Update Service.

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