



Job Description: ASSISTANT HEADTEACHER

Post title: Assistant Headteacher

Salary:

Responsible to: Headteacher

1. Core purpose of the job:

- 1.1. To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- 1.2. Undertake the professional duties of the Assistant Headteacher reasonably delegated to you by the Headteacher
- 1.3. In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of teaching & learning throughout the school
- 1.4. To provide professional leadership and management of School Improvement Plan priorities

2. Duties & Responsibilities:

- 2.1. Work with the Headteacher and Governing Body to develop and implement the school's vision and strategic direction
- 2.2. Support the Headteacher in all aspects of the management of the school
- 2.3. Assist the Headteacher with staff development and Performance Appraisal procedures
- 2.4. Assist the Headteacher with the development and coordination of the School Improvement Plan
- 2.5. Provide guidance to staff in implementing the school's policies and schemes of work
- 2.6. Liaise with the Headteacher to discuss the allocation of the school's budget
- 2.7. Support the Headteacher in the development of school policies
- 2.8. Lead by example as an outstanding teacher and leader
- 2.9. Assist in assuring that a high standard of education is expected at all times for all children
- 2.10. Foster good relationships between all staff working within the school
- 2.11. Provide pastoral advice and support to parents

3. Shaping the Future:

- 3.1. Ensure the vision, values and aims of our school are understood, shared, clearly articulated and effectively demonstrated by all in their everyday practise



- 3.2. Sustain effective, positive relationships with staff, pupils, parents, governors and the local community
- 3.3. Promote the wider aspirations of the school
- 3.4. Support all staff in achieving the priorities and targets of the school and monitor the progress within this
- 3.5. Support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on school
- 3.6. Ensure that parents are well informed about the curriculum, targets, children's progress and attainment
- 3.7. Motivate and work with others to create a shared culture and positive climate
- 3.8. Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision
- 3.9. Promote high expectations for attainment and achievement
- 3.10. Work with outside agencies and other stakeholders to inform future action

4. Leading teaching & learning:

- 4.1. Take a lead role in assessment and the analysis of data across all phases of the school
- 4.2. Attend Leadership Team meetings as required, and report back to staff when necessary
- 4.3. Be a strong advocate for change and champion school improvement
- 4.4. Convey a positive "can do" attitude, supporting, motivating and inspiring staff to secure successful outcomes of school initiatives
- 4.5. Establish good relationships, encourage good working practises, support and lead teachers
- 4.6. Support the Performance Appraisal process as required and use the process to develop personal and professional effectiveness
- 4.7. In partnership with the Headteacher set appropriate expectations for staff in:
 - standards of pupils' achievements
 - setting clear targets for improving and sustaining pupil progress
 - the quality of teaching and learning
 - delivering agreed policies and guidelines
- 4.8. Challenge underperformance at all levels and ensure appropriate action is taken to address identified areas for improvement
- 4.9. Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- 4.10. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives
- 4.11. Plan, organise and deliver staff meetings, where necessary bringing in outside speakers
- 4.12. Keep abreast of the latest developments in education
- 4.13. Recruit and select teaching and support staff



5. Developing self & working with others:

- 5.1. Work with the Headteacher to build a professional learning community which enables others to achieve
- 5.2. Support staff in achieving high standards through effective continuing professional development
- 5.3. Be committed to your own professional development
- 5.4. Sustain effective, positive relationships with all staff, pupils, parents and governors and the local community
- 5.5. Work collaboratively

6. Managing the organisation:

- 6.1. Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- 6.2. Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

7. Securing accountability:

- 7.1. Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community
- 7.2. Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- 7.3. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities
- 7.4. Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- 7.5. Reflect on personal contribution to school achievements and take account of feedback from others
- 7.6. Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets
- 7.7. Develop and implement systems for recording individual pupil's progress
- 7.8. Evaluate the quality of teaching and standards of achievement, setting targets for improvement

8. Strengthening community:

- 8.1. Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement
- 8.2. Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits our school
- 8.3. Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multi agencies for the well-being of all children

