



Burleigh Primary School

Job Description – Assistant Headteacher

Purpose of post:

- To play a key role in leading the school to Outstanding
- To assist the Headteacher in leading and managing the school
- To assist the Headteacher and Deputy Headteacher to further improve teaching and learning and the school's curriculum
- To be an exemplar classroom practitioner, based primarily in upper KS2

Leadership & Management

- Contribute to the formulation and implementation of whole school aims, policies and practices, thereby making a significant contribution to the strategic development of the school
- Implement areas of whole school improvement as identified in the School Development Plan
- Take a lead role in monitoring and evaluating teaching and learning and the school's strategy for Disadvantaged pupils
- Attend SLT meetings and liaise with governors
- Carry out performance appraisal for designated members of staff
- Be a positive role model for all staff members, embodying the school's values and ethos
- Lead CPD and INSET when appropriate
- Share responsibility for assemblies
- Deputising for the Head / Deputy Headteacher where appropriate

Quality of Teaching

- Maintain an overview of attainment and progress across the school
- Contribute to the monitoring and ongoing development of planning and assessment
- Provide guidance and support to staff, through mentoring and coaching to improve their subject, pedagogical and pedagogical content knowledge

Behaviour and Safety

- Ensure the school behaviour policy is implemented
- Liaise with other members of the SLT when behaviour issues occur
- Communicate with parents over behavioural issues

- Contribute to the maintenance of good behaviour at lunchtimes and throughout the school day
- Share responsibility for the appearance of the school (displays, tidiness etc)

Specific Duties

- Analyse data to identify potential underachievement, working with the SLT to address this
- Monitor the progress of pupils throughout the year via book scrutinies, planning checks and ‘deep dives’ / lesson observations
- Monitor and assess the impact of interventions, with a focus on Disadvantaged pupils, and liaise with staff to keep provision maps updated
- Support staff in identifying barriers to learning, and suggest ways to address them
- In conjunction with the Head and Deputy Head, lead Pupil Progress Meetings (PPMs) and support teachers in evaluating outcomes
- Provide subject leaders and class teachers with assessment data
- Contribute to termly review meetings with the school’s Hertfordshire Improvement Partner (HIP)
- Co-ordinate formative and summative assessment arrangements
- Ensure assessment materials are ordered and distributed to the relevant areas of school

These duties are to be carried out in conjunction with the School Teachers’ Pay and Conditions document, the Professional Teachers’ Standards, school policies and Burleigh School’s job description for teachers.

The Assistant Head will be expected to take on any other duties as required by and in consultation with the Headteacher.

This job description is to be reviewed annually and may be amended following consultation between the Headteacher and the Post Holder.

Agreed by:

Post Holder.....Date.....

Headteacher.....Date.....