



# ***Pirton Hill Primary School***

## **JOB DESCRIPTION**

**Title:** Assistant Headteacher

**Responsible to:** Headteacher / Deputy Headteacher

**Grade:** Leadership – L8 - L12

### **Purpose of Post:**

- To assist the Headteacher in managing and leading the school as a member of the Senior Leadership Team.
- To share in the leadership of the school by working in partnership with the headteacher and senior leadership team to provide an outstanding education for the children, whilst ensuring sustained school improvement.
- The postholder has a teaching commitment.

### **Main Duties and Responsibilities:**

1. To undertake the professional duties of the Assistant Headteacher as set out in the current School Teacher's Pay and Conditions document.
2. Support the Headteacher in providing a clear direction for the development of the school.
3. Be a member of the school's Senior Leadership Team and assist the Headteacher in leading and managing the school.
4. Contribute to the preparation, implementation and monitoring of the school improvement plan.
5. To work with members of the Leadership team to inform whole school planning.
6. Lead and manage the development of teaching and learning within a phase / for a pupil group. Support developments across the whole school.
7. Monitor and evaluate pupil achievement and produce / implement a strategic plan to target areas for development.
8. Oversee aspects of the school organisation and management.
9. Support and maintain the aims and ethos of the school.
10. To undertake any professional duties reasonably requested by the Head Teacher.

### **Specific Leadership Responsibilities:**

1. Lead by example as a manager and an outstanding classroom teacher, achieving high standards of pupil attainment, behaviour and motivation through effective teaching and pastoral care.
2. To lead and develop the quality of teaching and learning within a phase of the school, and contribute to the whole school development of teaching and learning.
3. To support and oversee the development of a core subject(s), securing high quality teaching through staff development.

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## **JOB DESCRIPTION**

**Accepted by:** \_\_\_\_\_ **(signature)**      **Name:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_      **Date:** \_\_\_\_\_

