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Job Description

Job Title: Assistant Headteacher

Location: St Helen's Primary Academy

Hours of work: Full time

Reports to: Headteacher

Purpose of the Role:

- To work with colleagues to ensure the education of children in line with the aims of the Academy.
- Support the Headteacher in creating, establishing and managing the aims and objectives of the Academy, in partnership with pupils, staff, governing board and parents.
- Support the Headteacher, as a member of the senior leadership team, in improving the quality of teaching and learning across the school.

Responsibilities:

- Play a major role under the overall direction of the Headteacher in:
 - Formulating the aims and objectives of the Academy;
 - Developing the policies through which they shall be achieved;
 - Being accountable for developing and improving all aspects of the Academy that you have delegated responsibility for.
- Assist the Headteacher, Deputy Headteacher and Governing Board in determining and managing a curriculum that meets the needs and abilities of the pupils.
- Play a major role in leading and supporting staff to improve the quality of teaching and learning across the Academy by:
 - Modelling lessons, team teaching, coaching and supporting colleagues;
 - Providing guidance and support and supporting professional development for staff.
- Lead and support staff in the management and development of their curricular responsibilities in order to promote high quality teaching and learning.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Be accountable for the raising of pupils' standards of achievement and attainment.

- Work in partnership with the Headteacher and Governing Board to ensure that sound management of finance, personnel and resources enables the Academy to offer best value for money.
- Foster the development of a positive and supportive ethos for academic and social learning.
- Display a high standard of professional behaviour and integrity at all times.
- Liaise with parents, local cluster, AET networks and outside agencies, as required.
- Act as a team leader in the performance management system.
- Manage and lead areas of responsibility as directed by the Headteacher.
- Assist the Headteacher in the day-to-day running of the Academy.
- Be involved in the organisation, planning and delivery of assemblies as and when necessary.
- Help to promote equality and diversity within the Academy and help to foster links with the local community.

Main responsibilities

- Teaching and learning.
- Leading and managing staff.
- Efficient and effective deployment of staff and resources.
- Efficient safeguarding leadership.

Teaching and Learning

- Influencing the whole Teaching and Learning Policy to promote aspects of inclusive teaching.
- Leading INSET regularly and where appropriate. This may include chairing and being part of working parties.
- Provide opportunities for observation of colleagues/visits to other schools in order to share best practice.
- Collect and interpret specialist assessment data gathered on pupils and use to inform practice.
- Support developments and initiatives to improve standards in English and Maths, as well as access to the wider curriculum.
- Lead the annual review meetings for students with a statement or Education, Health and Care Plan.
- Apply for access arrangements, where required.

Leading and Managing Staff

- Lead and manage teaching assistants responsible for individual children with special needs.
- Encourage all staff to recognise and fulfil their statutory responsibilities.
- Develop proformas for essential repetitive paperwork in order to create an administrative infrastructure as part of an effective communications system.
- Identifying the training needs of staff and organising/coordinating INSET to be delivered by other professionals.
- Provide regular safeguarding and behaviour information to the senior leadership team as part of Designated Safeguarding Lead.

Efficient and Effective Deployment of Staff and Resources

- Organise and coordinate the work of colleagues to ensure appropriate deployment of learning resources, including ICT.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range available within and externally to the Academy.

Performance Management

Engage with all aspects of the Academy's performance management review process as per the current policy.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Assistant Headteacher

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • Qualified Teacher Status • National Award for Special Educational Needs Coordination or be prepared to achieve this within 3 years of being in post • Recent, relevant in-service training, particularly in relation to inclusion and safeguarding 	
Knowledge / Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Experience of working as a middle leader in a primary school • Evidence of being an excellent classroom practitioner in a primary school • Evidence showing an interest in pupils with special needs • Experience of working with pupils with special needs and other key groups of pupils, eg EAL, gifted and talented, looked after or those on the Child Protection Register. • Experience of observing and feeding back to colleagues • Experience and understanding of issues of inclusion in a mainstream school 	<ul style="list-style-type: none"> • Knowledge of working with outside agencies • Experience or interest in delivering training
Skills	Line management responsibilities	<ul style="list-style-type: none"> • Teachers / Teaching Assistants / Home School Link Worker 	
	Forward and strategic planning	<ul style="list-style-type: none"> • Able to make an imaginative and useful contribution to the Senior Leadership Team 	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> • TBA 	
	Abilities	<ul style="list-style-type: none"> • Able to lead the identification of pupils' needs and act upon them in order to raise standards • Able to effectively manage pupils' behaviour in a positive manner with consistent, clear boundaries following 	

		<p>the Academy's Behaviour Management Policy</p> <ul style="list-style-type: none"> • Support staff to enable pupils with identified additional needs to make significant progress • Good communication and interpersonal skills; able to talk effectively to children, parents, governors, external professionals and colleagues • To make a significant contribution to the Academy in raising the standards of achievement • To know and understand the range of sources of evidence to make judgements and identify next steps, eg ASP, lesson observations, work scrutinising • Confident in use of ICT • Promote an ethos conducive to good relationships whilst maintaining high standards of behaviour 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • Well organised • Calm and positive • Dynamic with strong leadership qualities • Dependable and reliable with a good record of attendance • Flexible approach and an ability to respond to changes in circumstances effectively • High level of written and oral communication skills • A commitment to work together with all stakeholders, including the wider community 	
Special Requirements		<ul style="list-style-type: none"> • N/A 	