

EAST LANE PRIMARY SCHOOL

**POST: LEADERSHIP GROUP
 (ASSISTANT HEADTEACHER)
 Salary (Inner London Pay Scale) L8 - L12**

1. PURPOSE OF THE POST

To support the Headteacher in providing professional and exceptional leadership for East Lane Primary School. This is to secure its success and bring about continuous improvement. The candidate must share the values and ethos of the Multi-Academy Trust and promote these with students, parents, staff and all external agencies.

2. PROFESSIONAL DUTIES

An Assistant Headteacher is on the leadership scale and will undertake considerable responsibilities. In addition, an Assistant Headteacher is required to do the following:

1. To be an outstanding teacher responsible for producing excellent outcomes of the pupils you teach. You will have responsibility for your own class.
2. To set very high standards of PD, Welfare and Safety for all children across the school.
3. To hold staff you lead to account and ensure that they become outstanding teachers who secure excellent outcomes.
4. To play a major role, under the direction of the Headteacher, in formulating the aims and objectives of East Lane Primary School and ensuring their successful implementation.
5. To undertake major responsibilities arising from the Headteacher's professional duties which have been reasonably delegated to the Assistant Headteacher.

3. RESPONSIBILITIES

As an Assistant Headteacher you will be required to be responsible for aspects of the following:

a) Shaping the future:

- Think strategically, build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of East Lane Primary School.

b) Leading Learning and Teaching:

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- Access, analyse and interpret information.
- Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance management.
- Acknowledge excellence and challenge poor performance across East Lane Primary School.

c) Developing self and others:

- Foster an open, fair, equitable culture and manage conflict.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond East Lane Primary School.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues and governors.

d) Managing aspects of the organisation:

- Establish and sustain appropriate structures and systems.
- Manage aspects of the school efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Make professional, managerial and organisational decisions based on informed judgements.
- Think creatively to anticipate and solve problems.

e) Securing Accountability:

- Demonstrate political insight and anticipate trends.
- Engage the school community in the systematic and rigorous self-evaluation of the work of East Lane Primary School.
- Collect and use a rich set of data to understand the strengths and weaknesses of East Lane Primary School.
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school.

f) Strengthening the community:

- Recognise and take account of the richness and diversity of the school's communities.
- Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities.
- Listen to, reflect and act on community feedback. Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.