

Assistant Headteacher Job Description



Designation: Assistant Headteacher
Leader of Learning
Location: Christ the Saviour School
Reporting to: Head teacher and Deputy Headteacher
Grade: Salary Leadership Pay Spine L4-8
This post is full time.

Summary

To work with the Head teacher and Deputy Headteacher in all aspects of leadership and management and to take responsibility for managing and developing learning and teaching, curriculum, assessment and enrichment throughout the school.

General Responsibilities

To take a central role in assisting the Head teacher, Deputy Headteacher, and Governing Body to develop our school in accordance with its shared values and our school development plans, procedures, policies and distinctive approaches as determined by the Head.

The Assistant Headteacher will be an outstanding practitioner, an experienced curriculum and team leader, a leader in assessment for learning and assessing pupils' progress and a key person in the senior management team.

The Assistant Head will fulfill the role of Leader of Learning and Achievement and support, lead and manage teaching and learning in and beyond the classroom. The Assistant Headteacher will take lead responsibility for the day-to-day management and smooth operation of the school.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the most recent *Teachers' Pay and Conditions Document*.

Specific Responsibilities

The Assistant Headteacher will be non-class based but will contain significant teaching responsibilities as directed by the Head. The assistant Headteacher will ensure that all teaching demonstrates best practice, develops relationships, supports training and development and ensures 'quality teaching first', and thus ensuring the smooth running of the school.

The Assistant Headteacher will take lead responsibility for ensuring the best possible curriculum offer, provision, well being, progress and achievement for all children especially through enrichment, creative learning, extended services, partnerships and collaboration.

The Assistant Headteacher will be a model professional setting an excellent example to teaching and support staff. They will actively and demonstrably promote enrichment, entitlement and achievement through building and implementing agreed school policies.

The Assistant Headteacher will lead by example in their own teaching practice, and by positively encouraging and supporting all members of staff. The Assistant Headteacher will work to ensure that the school offers a high quality, exciting, engaging, well resourced, differentiated and well matched curriculum for all pupils.

In particular, the Assistant Headteacher will be required to:

Leadership and Management:

1. Work in very close partnership with and support the Head teacher and Deputy Headteacher in the effective day to day management of the school and school community including
 - a. recruiting and inducting staff
 - b. developing and implementing health and safety policies
 - c. leading assemblies and staff meetings
 - d. arranging cover for absent staff or staff on PPA / training
 - e. hosting and organizing whole school events such as open days and parents evening and responding to the views, needs and requests of children, staff, parents, governors and visitors.
2. Work with the Head teacher and Deputy Headteacher, staff and governors in the development, implementation and review of school improvement plans including regular monitoring and evaluation of standards and quality of provision supporting school governance by attending meetings where appropriate and ensuring that all governors are able to play an active and informed part in school management and development
3. Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour.
4. Work with the Head teacher and Deputy Headteacher in the school's achievement reviews and target setting processes by taking a major role in assessment and actively supporting and securing the school's success in national tests including those at the end of each key stage
5. Take a leading role in the senior management team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. This includes leading in AfL, and all forms of national and local assessment and reporting requirements.
6. The Assistant Headteacher will be responsible for collating evidence for specific sections of the school's Self Evaluation Form especially those relating to standards and attainment.
7. Lead teachers and team leaders / post-holders to ensure that all teaching and learning and assessment policies and protocols are in place and up to date and where possible recognised and validated quality assurance awards are secured.
8. Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, organized, tidy, well resourced, and child friendly learning environments.
9. Assist in the line management of classroom based personnel including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high quality interventions and support for children's progress, achievement, well being and good behaviour.
10. Manage CPD (continuous professional development) for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources. This includes managing the inset program and providing / sourcing training opportunities for whole, groups of and individual staff.
11. With the Head teacher and Deputy Headteacher, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers/ students and parents working in classrooms and throughout the school ensuring all safeguarding requirements are met and that their work in school supports the learning and well being of all children

12. Actively seek and secure resources and funding for major projects which will enhance the school's accommodation and promote achievement and well being and with the Head teacher, effectively manage the school's budget and resources to achieve the schools stated aims, meet its targets and sustain high achievement
13. Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards
14. Ensure that there is a very safe, secure, effective and pleasing environment for all users. With the Head teacher and Deputy Headteacher, be aware of Health and Safety regulations, carry out regular risk assessments and keep the school's Health and Safety policy at all times current, under review and accessible to and used by all staff.
15. Lead and organize daily worship in line with the School's policy and direction of the Head.
16. Ensure safeguarding procedures are fully upheld at all times.
17. Evaluate performance, create improvement plans, build capacity in staff and analyse quality of interventions and subject improvement plans.

Teaching and Learning

1. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework using by using the latest research in best practice
2. Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within the school providing and promoting models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self evaluation for teaching and learning staff
3. Establish creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where all pupils can have a voice , achieve success and become highly engaged in their own learning and be enabled to actively support the learning of others
4. Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets for the whole community
5. Monitor the effectiveness of teaching and learning including teachers' planning, monitoring planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions
6. Liaise with our partnership and local schools and other service providers including extended service providers and community resources to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all children and our school community
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
8. Ensure year group information booklets and web-based information are kept up to date.

Strengthening Community

- 1 Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils' learning and achievement. Develop and enhance parental partnerships across the school, support parents and work as the key lead with complaints across the school.
- 2 Contribute to the development of the school as a community within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services and the local authority
- 3 Seek opportunities to invite parents, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- 4 Build our understanding of the diversity of the school community and support the Community Cohesion Coordinators in this and our partnership school to secure and enhance our development plans for community cohesion.
- 5 Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff well being and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school
- 6 Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; to achieve economic well being and to make a active contribution.

Other duties and responsibilities

Any other duties that the Headteacher or Deputy Headteacher may from time to time ask the post-holder to perform.