



## **Job Description – Assistant Headteacher**

### **General:**

This appointment is subject to the current conditions of employment of teachers contained in the School Teachers' Pay and Conditions Document, The Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation including the teacher Standards and the school's articles of government.

This job description is to be performed in accordance with the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually in response to the changing needs of the school.

### **Responsibilities:**

- The post holder is responsible to the Headteacher for his/her duties, responsibilities, and teaching tasks.
- The post holder undertakes the teaching of the pupils in his/her class and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Headteacher.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the pastoral care and safeguarding of the children within their class or groups, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the supervision of the work of support staff and any students who may be on teaching practice or work placement.
- The post holder will act as the Deputy Designated Safeguarding Lead (DDSL) and will be required to attend all relevant training to successfully fulfil this role.

### **Core Aims:**

- To be a leader of learning who has the highest expectations of every child, themselves and of all members of the school community
- To provide a carefully structured and thorough education experience which enables pupils to achieve their academic and personal potential and to develop skills appropriate to the world in the twenty-first century;



- To ensure a civilised, caring, healthy and happy community which emphasises high moral standards, self- discipline, emotional and spiritual development;
- To encourage pupils to participate in an extensive range of sporting, cultural and enriching activities; to develop an understanding of our responsibilities and our duty to serve the local, national and wider communities.

## **Duties:**

### Leading learning:

- Lead learning in classrooms through exemplary classroom practice and professional monitoring and support.
- Manage a teaching commitment as required by the school for example targeted intervention for pupils, PPA cover, class teaching responsibilities and other cover as required, demonstrating excellence in professional classroom practice.
- Provide an outstanding model of inclusive, high quality learning and teaching.
- Demonstrate excellent understanding and use of assessment data.
- Keep abreast of educational policies, initiatives and research.
- Share good practice across the DDAT family of schools.

### Management:

- Provide support for the Headteacher in the day to day running of the school.
- Deputise in the Headteacher's absence.
- Have extremely high expectations of self, others and children.
- Take on additional responsibilities and leadership tasks as necessary.
- Manage behaviour, and day to day issues as they arise.
- Build effective relationships with parents and the wider community.
- Demonstrate a commitment to multi-agency work and professional collaboration.

### Teaching:

- Assess the on-going needs of all pupils within your class and teaching the children according to their educational needs.
- Assess, record and evaluate the development and progress of all children in accordance with arrangements agreed.
- Create a well-ordered, imaginative and secure environment which will ensure the educational wellbeing of individual children within the group.
- To maintain discipline in accordance with the rules and disciplinary systems of the school.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Incorporate differentiation into all aspects of the delivery of the curriculum.
- Undertaking other duties which may be reasonably assigned by the Headteacher.
- To use ICT, innovation and emerging technology to promote the effective delivery of the curriculum.
- Develop and maintain the positive partnership with parents which actively involves them in the classroom and in their child's learning journey.
- Participate in and take an active role in training sessions, including in meetings,



- discussions and management systems necessary to co-ordinate the work of the school as a whole
- Contribute towards the development, establishment and implementation of whole school policies and procedures.
- Contribute and co-operate with other professional agencies as appropriate to the needs of the children.
- Undertake professional development in order to continually develop as a teacher.

#### Strategic Leadership:

- To support the vision, ethos and policies of the school and Trust in order to promote high expectations and so high standards of achievement.
- Lead and manage significant aspects of the school curriculum.
- Undertake professional training for all aspects of school leadership and management and to lead training for other staff.
- Lead developments in strategic areas of the school, as agreed with the Headteacher.
- Take on line management responsibility for other staff.
- To establish supportive and advisory relationships with staff and promote effective team work and collaboration.
- Use data to prioritise and evaluate in the writing and implementation of school development and action plans.
- Contribute to recording and reporting to stakeholders (for example the SEF and Governing Body).
- Model vigilant leadership, in a culture of continuous improvement.
- Hold self and others to account.
- Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school's policies for behaviour and discipline are consistently applied.

*The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.*



## Person Specification

### **Qualifications:**

- DFE recognised teaching qualification

### **Experience:**

- Evidence of successful relevant teaching experience
- Evidence of impact as a leader on core aspects of school improvement
- Effectively developed and managed a staff team
- Experience of training, supporting and developing staff
- Understand the importance of using data and self-evaluation to raise standards
- Experience of managing a budget effectively
- Excellent classroom teacher with a proven commitment to improving the quality of children's learning
- Knowledge and experience of Self-Evaluation, School Development Planning and Curriculum Planning
- Evidence of liaising collaboratively with colleagues
- Experience of monitoring teaching and learning
- Experience and knowledge of managing challenge

### **Knowledge, skills and aptitude:**

- Knowledge of effective teaching and learning strategies within the realms of the National Curriculum
- Knowledge and understanding of the principles of assessment
- Knowledge of appropriate and effective learning environments for primary education
- Ability to plan and work collaboratively with colleagues
- Knowledge of classroom organisation and management, as well as appropriate provision of resources and equipment
- Ability to assess and report upon the development, progress and attainment of pupils
- Ability to work effectively as part of a team, communicating effectively and working collaboratively to meet the needs of the child. This includes supporting and facilitating links between home, school and other agencies
- Demonstrate a commitment to continuing professional development and improvement

Awareness and agreement with all key school policies and documentation, especially those related to the following documentation:

- Staff Handbook and guidelines
- Teaching and Learning Policy
- Discipline and behaviour policy
- Safeguarding and child protection procedures
- Health and Safety policies