



## Giving Inspiring Flourishing together

### Southborough CE Primary School

**Post title:** Assistant headteacher /Head of Lower or Upper School

**Pay range:** L1 - 7

**Line manager:** The headteacher and governing body

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#### Main purpose of the job

- Carry out the duties of a class teacher and as Assistant Headteacher as set out in the *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers and the school's own policy
  - Under the overall direction of the headteacher play a major role:
    - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
    - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
    - proactively manage staff and resources
    - To be involved in the strategic management and day to day running of the school
  - Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteacher
  - Carry out the professional duties of a teacher as required
  - To promote and uphold the Christian ethos of the school
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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#### Duties and responsibilities

##### Shaping the future

- Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

##### Leading teaching and learning

- To be responsible with the Leadership Team for improving quality of teaching across the school
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community

- Work with the headteacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Lead the development and delivery of training and support for staff
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist the leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

#### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Lead the annual appraisal process for all identified support and teaching staff

#### **Managing the organisation**

- Manage, monitor and account for any budget allocated by the Headteacher
- Manage, organise and monitor the use of resources in your phase
- To ensure the environment within the phase area are stimulating, well organised and presented
- Manage the transition of pupils to and from your phase and within it
- To liaise with other Assistant Head/Head of Upper/Lower school to ensure consistency of approach across the phases
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the headteacher, undertake activities related to professional, personnel/HR issues
- To assist in staff deployment

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing accountability**

- Challenge under performance and ensure effective, corrective action and follow up
- Have a general responsibility for the development of a whole school approach to your phase and core subject area
- To support the leadership team in ensuring staff within their phase are accountable for the progress of the children under their care
- To maintain an overview of the SEN needs and other vulnerable groups within the phase
- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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### **Strengthening community**

- Assist the leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Lead and attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies
- Strengthen home school links within the phase by actively engaging parents in their child's education