



Hope View School

Additional Educational Needs Provision

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JOB DESCRIPTION FOR ASSISTANT HEADTEACHER

Responsible to: Headteacher & Deputy Head

Core Purpose

This is a senior post within the school's structure which carries with it membership of the School Leadership Team.

The duties outlined in this job description are additional to the duties outlined for Classroom Teachers and therefore must be read in conjunction to ensure the smooth running of the school.

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior leadership team
- Assist the Headteacher and Deputy Headteacher in leading and managing the school
- To take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher and assume responsibility of the school in the absence of the Headteacher and/or Deputy.
- Undertake such duties as are delegated by the Headteacher and Deputy.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

The role of a Senior Leader is to:

- Support the Headteacher in raising standards of teaching, learning and attainment throughout the school in line with priorities identified in the School Improvement/Development Plan
- Assist the Headteacher to evaluate the impact of all leadership activities relating to improving the quality of teaching and learning; ensuring all leadership tasks, and management systems which underpin this, are carried out effectively, on time and in a manner which is clearly understood by all staff.



Headteacher: Mrs C Lorne

Deputy Head: Mr M Lorne

- Actively working with the Headteacher and School Improvement Team to contribute to the overall school self-evaluation (this will include attendance at relevant School Improvement Team meetings)
- To work closely with the Headteacher, Senior Leadership and colleagues in the strategic development of the school's policies and oversee the day-to-day operation of these policies with the aim of raising pupil achievement
- Act as an exemplary role model in all the professional duties expected of a teacher and leader.

Four Key Areas:

1. Strategic direction and development of school
2. Teaching and learning
3. Leading and managing staff
4. Efficient and effective deployment of staff and resources

Areas of responsibility

a) Strategic direction and development

Within the context of the school's aims and policies, the development and implementation of school policies in order to raise achievement and improve the quality of education provided.

Key tasks may include:

- Contribution to the strategic development of school policies and provision
- Support staff in understanding needs of pupils
- Monitor progress of pupils
- Evaluate effectiveness of teaching and learning
- Analyse and interpret relevant school, local and national data
- Liaise with staff, parents, external agencies, and other schools to coordinate their consultation

b) Teaching and learning

The Assistant Headteacher seeks to develop, with the support of the Headteacher and colleagues, effective ways of overcoming barriers to learning and sustaining effective teaching through the analysis and assessment of pupils' needs, by monitoring the quality of teaching and standards of pupils' achievements, and by setting targets for improvement.

Key tasks may include:

- identifying and adopting the most effective teaching approaches for pupils
- monitoring teaching and learning activities to meet the needs of pupils through:
- Monitoring of teaching quality and pupil achievement.



- Target setting.
- Developing a recording system for progress.
- Identifying and teaching study skills that will develop pupils' ability to work independently

c) Leading and managing staff

Key tasks may include:

- Ensuring all members of staff recognize and fulfil their statutory responsibilities to pupils with
 - Contributing to the professional development of staff, including whole-school CPD provision.
 - Providing regular information to the Headteacher and School Improvement Team on pupil progress.
- To support colleagues experiencing difficulty, including generating short-term action plans with specific targets from their appraisal, induction or training plan.

d) Efficient and effective deployment of staff and resources

The Assistant Headteacher identifies, with the support of the Headteacher, appropriate resources to support the teaching of pupils and monitor their use in terms of efficiency, effectiveness and safety.

Key tasks may include:

- Creating and overseeing the whole school timetable.
- Identifying resources needed to meet the needs of pupils and advise the Head Teacher of priorities for expenditure.
- Advising Headteacher and School Improvement Team on the efficient and effective deployment of staff.
- Maintaining and developing a range of resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school policies
- Managing staff absence.
- To help ensure the most effective deployment of teaching and support staff within the school.

Post requirements

- Qualified teacher status.
- Proven commitment to equal opportunities
- Recent, relevant in-service training.
- Able to lead the identification of pupils' needs and act upon them in order to raise standards.



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- Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy.
- Able to make an imaginative and useful contribution to the Senior Leadership Team
- Support staff to enable pupils to make significant progress.
- Good communication and interpersonal skills - able to talk effectively to children, parents, external professionals and colleagues.
- To make a significant contribution to the school raising the standards of achievement.
- To know and understand the range of sources of evidence to make judgements and identify next steps (e.g. Classroom Monitor, Lesson Observations, National Curriculum, work scrutinising).
- Confident in use of ICT.
- Promote an ethos conducive to good relationships whilst maintaining high standards of behaviour.

Personal Qualities & Attributes:

- 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.
- Able to manage the paperwork involved in undertaking the role of Assistant Headteacher.