

**Holy Trinity C E Primary School
Dartford
Job Description 2022-2023**



Holy Trinity

Church of England
Primary School

'Growing Tomorrow's Leaders'

Post Holder:

Effective Date:

Job Title: Assistant Headteacher

Responsible to: Headteacher / Full Governing Board

Pay Scale: Leadership Scale 1 - 6

FTE: 1

Purpose of Job

To support the Headteacher and Governors in creating and maintaining an effective environment and ethos for learning, supporting the Christian character of the school.

The assistant headteacher will support the headteacher and deputy headteacher in:

- Overseeing a strategic area of school improvement
- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives
- The assistant headteacher will also have a timetabled teaching commitment of up to 50%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

The Governing Body expects that all Teachers will deliver at least consistently good teaching thus ensuring that progress is at least good.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Support the school vision and support all staff in working to the school's ethos and expectations

Main Duties and responsibilities

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a happy, safe, positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

We flourish when we help others flourish (Jeremiah 29:4-7)

Koinonia

Friendship

Service

Trust

Wisdom

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Update the Headteacher with headlines from any specific leadership responsibilities / initiatives to improve the school outcomes

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
- Support and follow the school's expectations in using feedback for progress and assessment

Additional and special educational needs and disabilities (SEND)

- Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:
- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

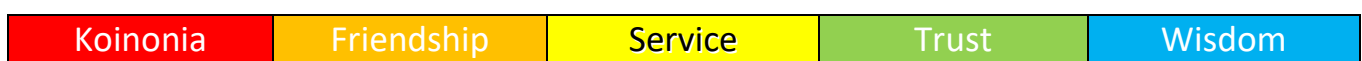
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

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Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Other Expected responsibilities

All staff are responsible for Health and Safety. Should you notice any defect in the building or any spillage or body fluids, which compromises health and safety, this must be immediately responded to and reported where necessary.

You may during the course of your duties, become aware of sensitive matters relating to an individual pupil or groups of pupils. Pupils may confide in you. If at any time a child confides in you, or you observe any incident which causes you concern, you must record factually what you have heard or seen on an appropriate form. The appropriate form must be given to a member of the Senior Leadership Team. You have been provided with guidance and training on Child Protection and the LEA and Governing Body procedures for Child Protection must be followed correctly.

You must treat as confidential any matter relating to a child's personal welfare or family circumstances. Such information must not be communicated to any person except those of the staff with legitimate interest or responsibility for the child, e.g. Headteacher, another member of the Senior Leadership Team or the Class Teacher.

Signed Date

Signed Date

(On Behalf of the Governing Body)

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