

Rochester Riverside C of E Primary School with Nursery

Job Description **Post: Assistant Headteacher**



Purpose

Subject to any overriding requirements and the professional duties specified in the conditions of employment of Assistant Headteachers, the post-holder shall be responsible for supporting the internal organisation, management and control of the school in consultation with the Headteacher.

The post-holder will play a major role in: -

1. Formulating the aims and objectives of the school
2. Establishing the policies through which they shall be achieved
3. Managing staff and resources to that end, and
4. Monitoring progress towards their achievement.

To undertake the duties to the extent required by the Headteacher or the Governing Body.

To teach pupils in the primary age range 4 – 11.

Supervisory Responsibility

1. To have a teaching role and, by example, providing an exemplary model as a classroom practitioner.
2. To ensure the good conduct and behaviour of pupils.
3. Provide guidance and support to other members of staff in implementing schemes of work, and adopting a variety of methods to achieve these aims.
4. To hold a key role in the implementation of teacher appraisal.
5. Responsible to the Headteacher and the Governing Body.

Creative Work

1. To arrange school based in-service training for staff, as necessary, in particular providing support for new and inexperienced staff, supply teachers, etc.
2. To maintain good primary practice and implement changes in accordance with current developments and legislation in the field of education.
3. To assist the Headteacher in keeping under review the work and organisation of the school and helping to devise and implement the School Development Plan.
4. To assist the Headteacher in managing school budgets in line with the School Development Plan.

5. To demonstrate a knowledge and understanding of equal opportunities and have experience of initiating and implementing strategies to combat discrimination on the grounds of race, gender, class, sexual orientation and disability.

Management Role

1. To carry out professional duties, particularly assigned by the Headteacher, which shall assist the Headteacher in managing the school.
2. To undertake any professional duty of the Headteacher, which may be delegated by the Headteacher.
3. To assist the Headteacher in maintaining an effective relationship with Governors, the Multi Academy Trust and all LA agencies.

Range of Duties

1. Co-ordinate all school resources, monitoring their effectiveness, maintaining them where relevant and re-ordering when necessary.
2. Organise staff meetings when appropriate and provide support to colleagues who are required to organise staff meetings.
3. Advise and support individual members of teaching staff and/or groups of teaching staff on curriculum development.
4. Advise and support curriculum co-ordinators.
5. Monitor equality of opportunity throughout the school to ensure each child has access to the curriculum regardless of race, gender, class, disability and sexual orientation.

Special Conditions

1. Because of the nature of the post, candidates are not entitled to withhold information regarding convictions.
2. Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Disclosure and Barring Service checks.

Knowledge Relevant to the Job

1. To hold a teaching certificate in education which is recognised by the Department for Education.
2. To demonstrate knowledge of equal opportunities and how they can address issues of race, gender, class, disability and sexual orientation.
3. An understanding of procedures which will facilitate communication with staff, governors, parents and other professionals.
4. A knowledge of current education developments.
5. A knowledge of curriculum organisation for the age range for the school.

Experience Relevant to the Job

1. To have experience of working with children in the early years and primary phase.
2. To have experience of initiating and implementing strategies to combat discrimination on the ground of race, gender, class, disability and sexual orientation.
3. To have experience of curriculum organisation appropriate to the age range of the children.

Attitude and Skills

1. To be able to communicate clearly both orally and in writing.
2. To be able to manage school resources and interpret financial information.
3. To be able to develop strategies which clearly address all forms of discrimination and provide equality of opportunity.
4. To be able to ensure good discipline and behaviour throughout the school.
5. To be able to develop and maintain good relations with pupils, staff, parents and governors.
6. To be able to recognise underachievement and to develop strategies to raise levels of achievement for pupils.