



## **Assistant Headteacher - Job Description** Responsible to the Head of School

Respect, Aspiration, Independence, Perseverance, Community, Compassion

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

This job description reflects the vision for the Inspire Academy Movement. There is an expectation from the Governing Body that the Assistant Headteacher aspires towards National Standards for Head of Schools.

### **The Core Purpose**

The core purpose of the Assistant Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Assistant Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. The Assistant Headteacher is a leading professional in the school, accountable to the Head of School. The Assistant Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets. Working with the Head of School and others, the Assistant Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices. The Assistant Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

### **Job Role**

To play a major role under the direction of the Head of School and CEO in implementing the vision, aims and objectives of the school and establishing the policies through which they are achieved. Be responsible for assessment across the whole primary school. Proactively manage support staff and resources. Carry out the professional duties of a teacher as required. Be responsible for a key area of subject leadership/school improvement as directed by the Head of School. Take responsibility for child protection issues as required. Take responsibility for promoting good behaviour within the school. Support the Head of School in improving the quality of teaching and learning across the school, improving outcomes for pupils. Carry out the duties of a school teacher and Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.

### **Strategic Vision and Direction; Shaping the Future**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision in your everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure that strategic planning takes account of the diversity and experience of the school and community
- Take a leading role across the whole school, (and across the federation in some areas) in the light of new and emerging research, to enhance and extend the learning experience of pupils Leading Learning and Teaching

- Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor, evaluate and review classroom practice throughout the school and promote improvement
- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning

### **Developing Self and Working with Others**

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development
  - On a day to day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
  - Assist the Head of School in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour
  - Take a lead role in the pastoral care of all staff by supporting the Head of School to develop positive working relationships and sustain motivation, with and between all staff
  - Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
  - Support the Head of School in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
  - Acknowledge the responsibilities and celebrate the achievements of individuals
  - Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
  - Regularly review own practice, set personal targets and take responsibility for your own personal development
  - Manage own workload and that of others to allow an appropriate work/life balance
- ### **Managing the Organisation**
- Undertake responsibility for all matters relating to the school in the absence of the Head of School
  - Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling
  - Line manage and act as Performance Management reviewer for staff identified by the Head of School
  - Support the Head of School in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
  - Support the Head of School to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money
  - Communicate relevant information to all staff in a timely and organised manner
  - Undertake other reasonable duties related to the day to day administration of the school as requested by the CEO or Head of School

### **Accountability**

- Attend Senior Leadership Team Meetings and termly meetings of the Local Governing Body when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status [note: this is a requirement under the STPCD]</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience of contributing to staff development</li> <li>• Experience in leading an area of the curriculum or assessment</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Knowledge on leading curriculum or assessment</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>