



TUNBURY

PRIMARY SCHOOL

JOB DESCRIPTION

Assistant Headteacher

Status of Post	This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. As an SLT member you will be required to meet the general requirements of this post as specified in the School Teacher's Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.
Job Purpose	<p>To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. The Assistant Headteacher will have delegated responsibilities which are both school-wide and of considerable weight.</p> <p>To support the Senior Leadership Team's overall leadership, development and management of the teaching and learning of all pupils; to be able to teach in both key stages, to take a leading role in the monitoring and evaluation of standards across the school. To be a leading professional, actively promoting effective teaching practices across the whole school.</p> <p>This post will require you to work in partnership with the Headteacher, governors and staff to ensure positive relationships and continuous improvement of the school.</p> <p>The Assistant Headteacher will fulfil the statutory role of Lead DSL, taking lead responsibility for safeguarding and child protection across the school.</p> <p>The Assistant Headteacher will be responsible for developing and presenting a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers. Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.</p> <p>The Assistant Headteacher will support and monitor the Phase Leaders and Subject Leaders to support their professional development.</p> <p>The post holder will be responsible for administrative and managerial duties in collaboration with the Senior Leadership Team, as designated.</p>
Reporting to	The post holder will be accountable to the Headteacher in all matters. The post holder is also expected to interact and lead colleagues, being a positive role model in all professional matters.

Health and Safety Statement	So far as is reasonably practicable, the Assistant Headteacher must ensure that safe practices are adopted by employees and all premises/work areas to maintain a safe working environment for employees and service users. These are defined in the Health and Safety, Safeguarding and related Policies.
Main Expectations of the role	
Strategic Direction and Development <ul style="list-style-type: none"> Working with the Senior Leadership Team to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context. Demonstrating high standards of personal integrity, loyalty, discretion and professionalism. Publicly supporting all decisions of the Senior Leadership Team and Governing Body. Taking a senior role in our local network of schools, providing school to school support when required. The post holder will be delegated responsibilities which are both school wide and of considerable weight. 	
Teaching and Learning <ul style="list-style-type: none"> Providing an example of excellence as a leading classroom practitioner and inspiring and motivating other staff. Working closely with the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school. Monitoring and evaluating the quality of teaching and standards of pupils' achievement and use benchmark and set targets for improvement. Also to provide support in pupil progress meetings and to be a performance management reviewer for staff. 	
Leading and Managing Staff <ul style="list-style-type: none"> Working with the Senior Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own CPD. To lead in Performance Management of staff as directed. Assist with the appointment of staff and provide monitoring and support for teachers, ECTs and students as necessary. Promoting staff wellbeing. 	
Efficient and Effective Deployment of Staff and Resources <ul style="list-style-type: none"> Working with the Senior Leadership Team, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context. 	
Specific duties <ul style="list-style-type: none"> Hold the position of Designated Safeguarding Lead Additional specific duties will be agreed with the Headteacher. 	
Job Description for: Assistant Headteacher Part 1: You are required to carry out the duties of a School Teacher as set out in the current School Teachers' Pay and Conditions Document: Conditions of employment of Teachers other than Headteachers.	

Part 2: Taken from the School Teacher's Pay and Conditions Document: 2013 Part 6 – CONDITIONS OF EMPLOYMENT OF DEPUTY HEAD TEACHERS AND ASSISTANT HEADTEACHERS

Deputy Headteachers and Assistant Headteachers:

49.1 A person appointed as Deputy or Assistant Headteacher in a school, in addition to carrying out the professional duties of a teacher other than a Headteacher including those duties particularly assigned by the Headteacher, must:

Play a major role under the overall direction of the Headteacher in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they are to be achieved;
- c) managing staff and resources so that end; and
- d) monitoring progress towards their achievement

Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher.

Be an exemplar of meeting the Teachers' Standards for other teachers to look up to.

Terms and Conditions

In addition to those detailed in the appropriate section relating to Deputy or Assistant Headteachers, the post is required to carry out all general, particular and professional duties as set out in the School Teachers' Pay and Conditions of employment 2013.

These duties must be carried out in accordance with National Curriculum requirements, the aims of the school, school policies and any policies of the Governing Body.

PERSON SPECIFICATION

Assistant Headteacher

ESSENTIAL	DESIRABLE
Qualifications and Training	
<ul style="list-style-type: none"> • Qualified Teacher Status • School leadership experience (at least 2 years as a middle or senior leader) • Successful teaching experience across the primary age range 	<ul style="list-style-type: none"> • Evidence of recent professional development relevant to the post • DSL training is desirable but not essential, as training could be provided
Knowledge and Experience	
<ul style="list-style-type: none"> • Detailed knowledge of the primary curriculum • Leadership of successful whole school initiatives • Measurable positive impact on outcomes for children 	<ul style="list-style-type: none"> • DSL experience is desirable but not essential
Skills and Abilities	
<ul style="list-style-type: none"> • Outstanding classroom practice • A passion for learning • Able to reflect on own and others' strengths and areas for improvement • Good organisational and time management skills • Ability to foster and maintain strong professional relationships • Experience of maintaining high standards of behaviour, with a commitment to pastoral care 	<ul style="list-style-type: none"> • Commitment to extra-curricular activities
Personal Qualities	
<ul style="list-style-type: none"> • Ability to inspire and motivate staff and children, setting high expectations • Team player, committed to working in partnership with colleagues and parents • Strong communicator with a positive, caring attitude • Committed to future career development • Dynamic and innovative • Resilient 	