



CLIFTONVILLE PRIMARY SCHOOL

JOB DESCRIPTION

Assistant Headteacher (Personal Development, Behaviour and Welfare)

Responsible to: Headteacher and the Governing Body
Number on roll: 830 including Nursery
Pay Scale: Leadership
Start date: September 2019

Core purpose

To be part of the leadership of the school and work in partnership with the headteacher and leadership team to provide an outstanding education for the children, whilst ensuring sustained school improvement occurs in the quality of teaching and learning throughout the school, and the aspects of school life for which you are accountable. To lead on personal development, behaviour and welfare of all pupils ensuring that they are able to be the best that they can be and are able to maximise on all the opportunities that are available to them.

The postholder will contribute to the development and delivery of the school's vision and aims as determined by the governing body.

The postholder will work closely with the leadership team to establish:

- (i) the common goals across the school
- (ii) that specific tasks are undertaken by each member of the AH team to avoid duplication and/or gaps in practice and provision

This job description is set out under four key areas of responsibility:

1. Strategic direction of personal development and welfare of all pupils
2. Teaching and learning
3. Leading and managing staff
4. Efficient and effective deployment of staff and resources

1. Strategic direction of personal development, behaviour and welfare of all pupils

The Assistant Headteacher will lead on evolving and embedding the personal development, behaviour and welfare of all pupils.

Key tasks will include:

- Ensuring that the school's behaviour policy is fit for purpose and consistently applied to ensure that all children are able to learn in a safe and secure environment.
- Embedding and developing further our strong ethos and values of independence, safe and settled, resilience, respect, aspiration, enjoying their learning and community unity so that we prepare children for life not only academically but also personally.
- Taking the strategic lead on attendance, focusing specifically on vulnerable groups attendance; breaking down all barriers to learning for the children.
- Taking a strategic lead on developing the mental health and well-being of the school's community; developing resilience in order to further break any barriers to learning and development for the children.
- Taking a strategic lead on school transition across the school
- Taking a strategic lead on reporting to parents and Parents consultation evenings

2. Teaching and learning

The Assistant Headteacher will develop effective ways of improving and sustaining effective teaching of the school's curriculum through demonstrating effective practice, analysing and assessing pupils' needs, monitoring the quality of teaching and standards of pupils' achievements and by setting targets for improvement. The postholder will lead on co-coordinating and the sharing of best practice, collaboration and in developing networks in and out of the school community.

Key tasks will include:

- Demonstrating outstanding classroom teaching in order to establish credibility and act as a role model for teaching and support staff
- Teach sets/ groups in English or mathematics (*to be negotiated to ensure consistency across the AHT team*)
- Working closely with the Leadership Team to monitor the quality of teaching and learning with specific reference to underperforming groups (pupil premium and others as appropriate)
- Develop a methodology of evidencing the impact of interventions (specifically social and emotional programmes of support but not exclusively) on the child's learning
- Lead on school assessment arrangements for Y6
- Demonstrating a clearly articulated view of primary education with others which puts the child at the heart of the experience
- Co-ordinating the sharing of best practice across the school and wider community and seeking opportunities to collaborate with other innovative and high performing schools and networks to share and develop pedagogies

3. Leading and managing staff

The Assistant Headteacher will support staff involved in working with all pupils by ensuring that they have the information and resources necessary and develop the strategies required to secure improvements in teaching and learning and sustain staff motivation.

Key tasks will include:

- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Disseminating 'good to outstanding' practices across the school
- Providing regular information to the Headteacher and governing body on the evaluation and impact of personal development, behaviour and welfare on whole school improvement and learning outcomes of the children.
- To monitor and evaluate the impact of practice in terms of standards through the school, including the appropriate use of performance data.
- Performance Appraisal of two Year Group Leaders (*likely to be Y5 and 6 in first instance*) and the attendance team
- Acknowledging the responsibilities and celebrate the achievements of both individuals and teams

4. Efficient and effective deployment of staff and resources

The Assistant Headteacher will identify, with the support of the Headteacher and governing body, appropriate resources to support the teaching of pupils and monitor their use in terms of efficiency, effectiveness and safety. The Assistant Headteacher will contribute to the evaluation of Pupil Premium funding for vulnerable groups.

Key tasks will include:

- Identifying resources required to meet the needs of the **personal development, behaviour and welfare of all pupils** in and out of the school's curriculum and advising the Headteacher of priorities for expenditure

- Maintaining and developing a range of resources, co-ordinating their deployment and monitoring their effectiveness in meeting the objectives the overall plan

Additional expectations of a senior leader

In addition to the specific responsibilities outlined above, the Assistant Headteacher, as a senior leader within the school, will be expected to:

- Lead, as part of all Leadership team responsibilities, assemblies to a key stage or whole school
- As part of the Leadership team, to be visible at the beginning and at the end of the day, specifically at key strategic areas
- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture
- Ensure safe and effective learning environments
- Contribute to achieving and sustaining well-ordered and stimulating school environment where children know, understand and display exemplary learning and social behaviours
- Where necessary investigate behaviour issues ensuring fair and transparent consequences that are shared appropriately
- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Attend and participate in open evenings and pupil performances
- Build strong links with parents and carers
- Uphold the school's behaviour code and uniform regulations
- Participate in and where appropriate lead staff training
- Attend and where appropriate lead team, SLT and staff meetings
- Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools
- Take appropriate responsibility for own health, safety and welfare

Claire Whichcord March 2019

ORGANISATIONAL STRUCTURE

Key: Direct reports to AH

