



EASTCHURCH PRIMARY SCHOOL JOB DESCRIPTION

ASSISTANT HEADTEACHER - LEADER OF TEACHING & LEARNING

Grade: Leadership Scale: L2 – L7

Responsible to: The Headteacher and The Governing Body

The primary purpose of the Assistant Headteacher is:

- To support the Headteacher in creating, establishing and leading the school.
- To work with the Headteacher in creating, inspiring and embodying the Christian ethos and Culture of this Church school, securing its Mission Statement with all members of the school community and ensuring an environment for teaching and learning that empowers both staff and students to achieve their highest potential.
- To be an excellent role model in all aspects of leadership and teaching and learning.
- Assist the Headteacher and Governors in determining and managing the whole curriculum of the school, in accordance with the abilities and needs of the pupils.
- Take an active role in the leadership and management of the school as a member of the Senior Leadership Team, promoting the well-being of staff and pupils.
- Lead the staff in ensuring that teaching and learning is of a high quality, that there is effective use of resources and that the highest standards of learning and achievement for all pupils are promoted through our curriculum.
- Ensure that standards of behaviour continue to be high across the school.

Main duties and responsibilities

- Assist the Headteacher in the process of devising, implementing, monitoring, assessing and evaluating the leadership and management of the school, including areas of staffing, curriculum resourcing, pupil behaviour and achievement
- Manage and lead areas of responsibility as directed by the Headteacher.
- Establish a strong sense of purpose amongst staff, supporting and securing their commitment to the vision, ethos and policies of the schools.
- Promote above average achievement through high attainment and outstanding learning and progress.
- Support the Headteacher to ensure that ambitious targets in specified curriculum areas, phases and throughout the school are sustained.
- Support and contribute to the school's system for the review and evaluation of teaching and learning.
- Lead staff, pupils and parents/carers by example in terms of: Outstanding classroom practice; Providing a stimulating and challenging learning environment; Excellent subject knowledge of core curriculum areas and beyond; The ability to plan, assess and evaluate to a high standard;
- Share responsibility for being pro-active in the day to day management of the school.
- Promote and monitor the whole school behaviour policy.
- Observe all health and safety rules and guidance and taking all reasonable care to promote the health and safety at work of yourself, other staff and pupils.
- Appraise members of staff as per the performance management policy.

Job Description: Assistant Headteacher – Leader of Teaching & Learning

- Play a major role in supporting professional development of all staff.
- Be responsible for the welfare and safeguarding of children and young people and work closely with the Deputy Headteacher for Inclusion to achieve this.
- Ensure the promotion of equal opportunities and diversity in all aspects of school life, and to help foster links with the local community.
- Lead CPD meetings and INSET through the provision of high quality professional development, such as coaching or accessing other sources of expertise, local and national.
- Maintain strong links of communication with governors, parents/carers and the wider community.
- Attend leadership team meetings as required and reporting to staff and governors as necessary.
- Display a high standard of professional behaviour and integrity at all times.

Teaching & Learning Role

- Lead on Teaching and Learning across the whole school and with whole staff team, including advising upon and leading professional development for this area.
- Ensure that the National Curriculum programmes of study are being met across the sites
- Ensure consistency, continuity and progression of the curriculum across the school
- Lead the Foundation Subject Leaders in monitoring, evaluating and tracking the overall effectiveness of the school's curriculum
- In conjunction with class teachers monitor the progress of individual pupils throughout school, setting high expectations for staff and children.
- Ensure that class teachers deliver high quality core curriculum lessons within the school's policy and schemes of work.

To undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

**ASSISTANT HEADTEACHER - LEADER OF TEACHING & LEARNING
PERSON SPECIFICATION**

<i>Category</i>	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Qualified teacher status • Evidence of continuing professional development relating to school leadership and management, and curriculum/teaching and learning • Ability to identify own learning needs and to support others in identifying their learning needs 		Application form Certificates
Experience	<ul style="list-style-type: none"> • Substantial, successful teaching experience within a primary setting • Successful experience of leadership within primary phase, including up to Key Stage 2 national assessments • Effective implementation of policy and practice to keep children safe from harm 	<ul style="list-style-type: none"> • Experience of teaching in more than one school • Successful experience of leading key areas of school improvement 	Application Form Interview
Strategic Leadership	<ul style="list-style-type: none"> • Ability to articulate and share a vision of primary education • Ability to take a lead in the organisation and administration of internal assessment and national tests (SATS) • Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these • Knowledge of what constitutes excellence in educational provision, the characteristics of effective schools and strategies for raising standards within the context of national policy • See beyond the classroom to whole school priorities 	<ul style="list-style-type: none"> • Knowledge of the role of the governing body • Evidence of having successfully translated vision into reality at whole school level 	Application Form Interview
Teaching and Learning	<ul style="list-style-type: none"> • An understanding of the requirements of the primary curriculum • Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all pupils • Experience of effective monitoring and evaluation of teaching and learning and taking successful action to improve 	<ul style="list-style-type: none"> • Understanding of successful teaching and learning across the entire curriculum across the primary age range • Successful experience in creating an effective learning environment and in developing and implementing policy and 	Application Form Interview

Job Description: Assistant Headteacher – Leader of Teaching & Learning

	<ul style="list-style-type: none"> Secure knowledge of statutory requirements relating to the curriculum and assessment to inform the next stages of learning Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management 	<p>practice relating to behaviour management</p> <ul style="list-style-type: none"> Whole school curriculum leadership 	
Leading and Managing Staff	<ul style="list-style-type: none"> Ability to delegate work and support colleagues in undertaking responsibilities Experience of using appraisal to support the professional development of colleagues Develop a shared vision with supporting plans to achieve it Motivate and inspire pupils, staff, parents, governors and the wider community in a context of change and development See beyond the classroom to whole school priorities Prioritise and give clear direction Deal sensitively with people and resolve conflict 	<ul style="list-style-type: none"> Experience of leading staff teams 	Application Form
Accountability	<ul style="list-style-type: none"> Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors Ability to provide clear information and advice to staff, parents and governors 	<ul style="list-style-type: none"> Experience of offering challenge and support to improve performance Experience of effective whole school self-evaluation and improvement strategies 	Application Form
Skills, Qualities and Abilities	<ul style="list-style-type: none"> High quality teaching skills High expectations of pupils’ attainment and progress Strong commitment to school improvement and raising achievement for all Ability to build and maintain good relationships Ability to remain positive and enthusiastic when working under pressure Ability to organise work, prioritise tasks, make decisions and manage time effectively Empathy with children and families Excellent communication and interpersonal skills 		Application Form Interview

Job Description: Assistant Headteacher – Leader of Teaching & Learning

	<ul style="list-style-type: none"> • Stamina and resilience • Effective ICT skills 		
Philosophy	<ul style="list-style-type: none"> • An expectation of high individual achievement and personal development for staff and pupils • A clearly expressed understanding of how pupils learn and how their needs can be met • An enthusiastic approach that values people and encourages all to enjoy helping each other to do their best • A commitment to promote and uphold high standards of care and discipline amongst staff and pupils • A commitment to involving pupils in school life • A demonstrable understanding of and commitment to equality principles and practices • A determination to develop effective inclusion of all pupils • A commitment to self, staff and school improvement 		Application Form Interview
Wider Role	<p>The ability to:</p> <ul style="list-style-type: none"> • Work effectively with all stakeholders e.g. Staff, Parents Pupils, Governors and LA • Work with and gain support from outside agencies • Communicate clearly, both orally and in writing, with Staff, Pupils, Parents, Governors and LA 	<ul style="list-style-type: none"> • Clear view of the role of the school in the community • Governing Body Experience • Willingness to network effectively for the benefit of the school 	Application Form Interview