



Wentworth

Primary School

Headteacher: Mr P. W. Langridge BEd, NPQH
Deputy Headteacher: Mr L. Pollock BA, (Hons) NPQSL

Assistant Headteacher **Job Description**

Job Title: Assistant Headteacher

Accountable to: The Headteacher

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the Senior Leadership Team.
- Assist the Headteacher and Deputy Headteacher in leading and managing the school.
- Have responsibility in the areas of:
 - Phase leadership
 - Appraisal
 - An area of curriculum leadership or shared leadership
 - Monitoring quality of education provision, raising standards
 - Management of T.A's
- Undertake such duties as are delegated by the Headteacher or Deputy Headteacher.
- Play a major role in school self-evaluation and formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved.
 - Leading and managing staff and resources to that end.
 - Monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

1. Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document and Teacher Standards
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.

2. The internal organisation, management and control of the school

- To contribute to:
 - Maintaining and developing the ethos, values and overall purposes of the school.
 - Formulating the aims and objectives of the school and policies for their implementation.
 - To contribute to planning improvement which will translate school aims and policies into actions.
 - Implementing the Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs.

3. Curriculum Development

- To be responsible for progress and teaching and learning support including leading a core area.
- To contribute to:
 - The development, organisation and implementation of the school's curriculum.
 - School policies on curriculum, teaching and learning, assessment, recording and reporting.
 - Ensuring that the learning and teaching provided by teaching teams form a co-ordinated, coherent curriculum entitlement for individuals.
 - Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school.
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.
 - To support in the monitoring, evaluation and review of the quality of teaching and learning within the school.

4. Assessment

- To maintain effective high quality assessment procedures and systems for tracking pupil progress in line with national and local developments.
- To interrogate data to make judgements about the quality of teaching and learning that may be impacting on class, group or individual attainment or progress and to take appropriate actions to ensure this is addressed.
- To ensure that this review is reflected in school self-evaluation and becomes a priority for school development.

5. Pupil Care

- To be responsible for upholding and supporting the school's pastoral and behavioural systems.
- To contribute to:
 - The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance.
 - The effective induction of pupils.
 - The school's behaviour policy and the encouragement of good behaviour.
 - The development of culture of independent learning.

6. The management of staff

- To be responsible for the line management of staff where appropriate.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- To support the provision of professional advice and support and the identification of training needs.
- Be an inspirational leader who will motivate and inspire to support the development of distributed leadership throughout the school.

7. Relationships

- To be responsible for fostering positive relationships across the school community.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education, behaviour and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments. To develop and maintain positive links and relationships with the community, local organisations and employers.

Signature of Post holder: _____ **Date:** / /

Signature of Headteacher: _____ **Date:** / /

**Assistant Headteacher
Person Specification**

Area	Requirement	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Evidence of recent professional development relative to the post 	<p>Y</p> <p>Y</p>	
Teaching and Learning	<ul style="list-style-type: none"> • Enthusiasm for Teaching and Learning • An outstanding classroom practitioner with a track record of good and outstanding teaching • Excellent understanding of assessment and how to use it to maximise pupil progress • Experience of improving the quality of teaching of others • Experience of working within a leadership team to monitor, evaluate and improve teaching and learning across the school • Experience of co-ordinating and developing a core curriculum area • Has experience of using research evident to inform teaching and learning • Has experience of teaching in a range of schools 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p> <p>Y</p>
Strategic Development	<ul style="list-style-type: none"> • Able to communicate a strong clear vision for high quality primary education which maximises the potential of the school • Able to articulate ways of building, communicating and implementing a shared vision • Experience of school self-evaluation, and able to discuss effective processes for undertaking this • Evidence of leading significant change which has impacted on pupil progress • Significant involvement in school improvement planning 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p>

Working with Others	<ul style="list-style-type: none"> • Understands the importance of working in co-operation and partnership with colleagues • Approachable, accessible and flexible • High expectations and standards of self and others • Experience of mentoring, giving effective feedback and supporting colleagues to improve performance • Experience of managing difficult situations and conflicts • Understanding the relationship between managing performance, professional development and school improvement 	Y Y Y Y	 Y Y
Management Ability	<ul style="list-style-type: none"> • Ability to anticipate and solve problems • Ability to establish and sustain appropriate management structures • Understanding to the need to develop and sustain a safe, secure and health school 	Y Y Y	