



# BLIGH PRIMARY SCHOOL

## ASSISTANT HEADTEACHER JOB DESCRIPTION

**Responsible to: Head of School**

### Introduction

The Assistant Headteacher will support the Head of School in working with staff, governors, parents/carers and other stakeholders to build on the foundations for development that are in place in order to continue to improve the school's standards and quality.

Ensuring equality, safety and mutual respect will be central to the aims and ethos of the school and these should be reflected in all aspects of the Assistant Headteacher's work.

The responsibilities of the Assistant Headteacher will include:

- 1 Strategic Direction and School Development.
  - 1.1 Support the Head of School in developing a strategic view for the school in its community.
  - 1.2 Take overall responsibility for a key area of whole school development, and within that:
    - 1.2.1 Ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
    - 1.2.2 Ensure that policies and practices take account of national, local and school data, inspection and research findings.
  - 1.3 Support the Head of School in monitoring, evaluating and reviewing the effects of the school's policies, priorities and targets and take action if necessary; particularly, but not only, within their team.
  - 1.4 When and if necessary, in the absence of the Head of School, assume responsibility for the day to day management of the school.

## 2. Teaching and Learning

- 2.1 Work with the Head of School to secure and sustain highly effective teaching and learning throughout the school, and particularly within their team.
- 2.2 Use benchmarks and set targets for improvement.
- 2.3 Create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, particularly, but not only, within the team they lead.
- 2.4 Within the team they lead, implement the curriculum and its assessment; monitoring and evaluating these in order to identify and act on areas for improvement.
- 2.5 Work with subject leaders to ensure effective teaching of English, mathematics and computing skills within the team that they lead.
- 2.6 Within their team, monitor and evaluate the quality of teaching and standards of learning and outcomes of all pupils and groups of pupils, including those with special educational or linguistic needs, in order to support the Head of School in setting and meeting challenging, realistic targets for improvement.
- 2.7 Develop and maintain effective links with other schools, and the community, including business and industry, to extend the curriculum and enhance teaching and learning.
- 2.8 Create and maintain an effective partnership with parents/carers to support and improve pupils' outcomes and personal development.

## 3. Leading and Managing Staff

- 3.1 Lead a phase team within the school and within that team:

3.1.1 Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.

3.1.2 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring that there is clear delegation of tasks and devolution of responsibilities.

3.1.3 Implement and sustain whole school systems for the line management of staff performance within the team.

- 3.2 Sustain motivation of self and other staff.
- 3.3 Ensure that professional duties are fulfilled, as set out in the Teachers' Pay and Conditions Document.
- 3.4 Lead by example; demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in our care safe.

#### 4. Deployment of Resources

- 4.1 Work with the Senior Leadership Team to ensure appropriate staffing is in place across teams, in order to improve the quality of education provided.
- 4.2 Manage allocated funds efficiently.
- 4.3 Manage, monitor and review the range, quantity and use of all available physical and virtual resources in order to improve the quality of education, improve pupil outcomes, ensure efficiency and secure value for money – particularly, but not only, within the team they lead.

#### 5 Accountability

- 5.1 Provide data, information and objective advice to the Head of School to support in securing effective teaching and learning, improved progress and attainment, efficiency and value for money.
- 5.2 Develop a phase team in which all staff recognise that they are accountable for the success of the school.
- 5.3 Support the Head of School in presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including Governors, the local community, OFSTED and others.
- 5.4 Ensure that pupils and parents are well informed about the curriculum, attainment and progress and about the contribution they can make to achieve the team and school's targets for improvement, particularly, but not only, within the team they lead.
- 5.5 Ensure that accurate and up to date records are compiled and maintained to satisfy safeguarding regulations.

**Other duties commensurate with the role may be required at the discretion of the Head of School and Governors. This job description is not prescriptive and may be changed, in consultation with the post holder, to meet the changing needs of the school.**

All teaching staff are expected to maintain the relevant standards as set out in the 'Professional Standards for Teachers'.

All post holders are accountable through the school Performance Management Policy.

The Governors and the Head of School are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruitment procedures are effectively in place.