

# The Pathway Academy Trust

**School(s)** Culverstone Green Primary School  
**Name:**  
**Job Title:** Assistant Head Teacher  
**Grade:** Leadership scale 1-2  
**Responsible to:** Line Manager



## **Purpose of the Job:**

The Assistant Head Teacher, under the direction of the Head Teacher, will take a role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources.
- Monitoring progress towards the achievement of the school's aims and objectives.

They may also be required to undertake any of the duties delegated from the Head Teacher.

## **Key duties and responsibilities:**

### **Leadership**

Under the direction of the Head Teacher:

- Support the Head Teacher and Deputy Head Teacher in the day-to-day management of the school.
- Communicate the school's vision compellingly and support the Head Teacher's strategic leadership.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on a specific Key Stage, core subject and/or whole school priority areas. Lead on particular whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.

### **Managing staff**

Under the direction of the Head Teacher:

- Assist with the selection and recruitment of new teaching staff.
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

### **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.

### **Systems and processes**

Under the direction of the Head Teacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the governing board as appropriate.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution of leadership throughout the school.

### **Other areas of responsibility**

- Lead subject(s) of the curriculum and whole school priority area(s).

### **GENERAL**

- Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Support the safeguarding and welfare of children and young people within the school.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.
- Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.
- To fulfil any other duties as required by the Headteacher with the agreement of the post holder.

This job description describes the way in which the post holder is expected and required to perform and complete the particular duties set out above.

It can be amended, in consultation with the Head Teacher, to reflect the changing needs of the school and should be reviewed annually.

Job Holder..... Date .....

Head Teacher..... Date.....

# The Pathway Academy Trust

## Person Specification: Assistant Head Teacher

---

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• Degree.</li><li>• Professional development in preparation for a leadership role.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Leadership and management experience in a school.</li><li>• Teaching experience (in more than one setting / context preferable).</li><li>• Involvement in school self-evaluation and development planning.</li><li>• Line management experience.</li><li>• Experience of contributing to staff development.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Effective communication and interpersonal skills.</li><li>• Ability to communicate a vision and inspire others.</li><li>• Ability to build effective working relationships.</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.</li><li>• Ability to work under pressure and prioritise effectively.</li><li>• Commitment to maintaining confidentiality at all times.</li><li>• Commitment to safeguarding and equality.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve.</li><li>• Understanding of school finances.</li></ul>