

# **Gilbert Colvin Primary School**

## **Assistant Headteacher**

### **Job Description**



**Post:** Assistant Headteacher (LS 3-8)

**Responsible to:** Headteacher

**Job Description:** The Assistant Headteacher is expected to contribute to a strategic view for the school in its community and to analyse and plan for its future needs and further development within the local, national and international context.

#### **Duties**

All teachers are subject to the Conditions of Employment set out annually in the School Teacher's Pay and Conditions Document and the Professional Teaching Standards. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **Leadership and Management Role**

- Supporting the school's ethos, aims and values in order to promote the welfare, progress and continued development of the school and it's children
- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Working within the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
- Monitoring and evaluating the quality of teaching and standards of pupil's achievement including the analysis of performance data and set targets for improvement
- Leading a range of people in a variety of teaching and support roles in Performance Management and training development
- Working with the Senior Leadership Team to lead, motivate, support, challenge and develop all staff to secure continual professional development including leading INSET
- Leading and managing effective teaching and learning and high standards as a subject leader and phase leader
- Contributing to the process of self-evaluation including the writing of the school's SEF and production, implementation and evaluation of the School Development Plan
- Leading and supporting subject leaders so that the curriculum is exciting and challenging and meets the needs and interests of our children. Plan an effective programme of monitoring so that outcomes continue to improve for all learners
- Playing a full part in the planning and organisation of school activities, functions and events; including an active involvement in the extra-curricular life of the school
- Leading school assemblies
- Ensuring that the core skills across the school are maintained to a high standard
- Organising and holding meetings when required with outside agencies
- Contributing to the creation of a supportive ethos and stimulating school environment
- Taking an active role in the recruitment of new staff
- Being responsible for the management and induction of new staff and overseeing teaching practice students and newly qualified teachers
- Taking a role in our local network of schools and other partnerships, leading or attending work streams as appropriate

- Gaining an understanding of the school's budget and value for money including establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources
- Being a member of the Child Protection team- liaise with the Inclusion Manager and outside agencies as required- sharing in the corporate responsibility for the safeguarding, well-being and discipline of all children by implementing school policy and procedures
- Working with and reporting to all stakeholders including parents, the school's Parents' Association and Governors as appropriate
- Carrying out SLT duties and cover the responsibilities of the Deputy Head as appropriate

**These accountabilities will be delivered through the following strategies:**

- Formulating the aims and objectives of the school in partnership with the Senior Leadership Team and other leadership team members
- Working with others to create a shared strategic vision for the school which motivates pupils and staff and which plans for our future
- Establishing and implementing the policies through which the school's aims and objectives shall be achieved
- Taking the lead in enhancing standards of teaching and learning and value and nurture enthusiasm and innovation in others
- Inspiring confidence in teaching and other staff
- Demonstrating the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning

*This job description will be supported by the school development plan which will identify key distinct tasks and responsibilities for the Assistant Head in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities.*

*The Postholder's duties must be carried out with the school's policies and procedures including child protection and the Council's Equal Opportunities policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person Specification – Assistant Headteacher

Method of Assessment:      **AF = Application Form**                      **I = Interview**                      **R = Reference**

Category	Selection Criteria: Essential	Essential/ Desirable	Assessment
Qualifications	Qualified Teacher Status	E	AF
	Evidence of continuing professional development	E	AF
	Good Honours Degree	D	AF
	Any other qualifications relevant to a leadership role	D	AF
Knowledge and Experience	Is able to demonstrate vision and strategic leadership of a core subject area/key stage/school	E	AF/I/R
	Success in teaching a class full time with at least 5 years teaching experience overall	E	AF/I/R
	Success in teaching across the whole primary range	D	AF/I/R
	Excellent interpersonal, communication and organisational skills	E	R/I
	An understanding of the role of Assistant Head teacher as described with the potential and confidence to be successful in the role	E	R/I
	Experience on a School Leadership Team	D	AF/R/I
	Experience and training related to an aspect of leadership and management	E	AF/R/I
	Ability to lead and support other staff within the school which impacts on standards and achievements	E	R/I
	Proven successful experience of leadership within a primary school	D	AF/R/I
	Proven success in raising standards at the end of a Key Stage	E	AF/R/I
	Experience of budget management	D	AF/R
	Thorough understanding of safeguarding children	E	R/I
	Experience of working with other schools, organisations and outside agencies	E	AF/R/I
	Knowledge of assessment and tracking systems	D	AF/I
	Experience of leading a major aspect of the school's work with a proven positive impact	E	AF/R/I
	The ability to interpret data reflectively and to question what it might really mean	D	AF/R/I
	Track record of managing and leading on change/ new initiatives	E	AF/R/I
	Knowledge of a range of strategies to raise standards/pupil achievement	E	AF/R/I
	Experience in monitoring progress and attainment across the school	D	AF/R/I
	Experience of using data to set targets for improvement and to monitor progress	E	I
	Experience in monitoring and evaluating curriculum delivery	E	AF/R
	Experience of leading staff development/training	E	AF/R/I
	Experience of observing lessons and giving accurate and constructive feedback to colleagues	E	AF/R/I
	Ability to manage a high workload and conflicting priorities	E	R

	Detailed knowledge of Health and Safety requirements in schools and advanced training in safeguarding	D	AF/R/I
School Ethos	A belief in pupil-centred, active learning with an ability to engage, challenge and have high expectations of children	E	AF/R/I
	Ability to provide a caring, co-operative atmosphere for children and to create a challenging, disciplined and effective learning environment	E	R/I
	Ability to make decisions based on the wider needs of the school	D	R/I
Relationships	Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to evaluation and the School Improvement Plan as well as working using your own initiative	E	R/I
	Experience of working with and developing links with parents, governors and the wider community and to empathise with the points of view of others	E	R/I
	Enthusiastic, dedicated, sympathetic and approachable with a sense of humour and fun	E	R/I
	Ability to inspire confidence, respect and openness	E	R
	Ability to know when and when not to offer support or challenge and when to ask for support for yourself	D	R/I
Attitude and temperament	Ability to translate care and concern for children into practical actions that make the pupils feel safe and enable them to be successful	E	R
	Proactive in areas of responsibility and has an awareness of whole school issues	E	R
	A commitment to school improvement and to developing own professional skills	E	AF/R
	A willingness to take on appropriate delegated tasks relevant to the post	E	R/I
	Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times	E	R
	An ability to undertake the responsibility of the day to day management of the school, in the absence of the Deputy Head and Head teacher	E	R/I
	An ability to use and understand discretion, confidentiality and professionalism as a leader and role model	E	R
	An ability to learn from mistakes and take advice	E	R/I