



**Assistant Headteacher  
Job Description  
Christchurch Primary School**

**Accountable to: Headteacher**

**Pay Scale: Leadership L10 -L14**

**General Responsibilities**

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Developing our school in accordance with its shared values and our school development plans, policies and procedures
- The day-to-day management of the school
- Communicating the school's vision compellingly and supporting the Headteacher's strategic vision
- Formulating and reviewing the School Development Plan and the aims and objectives for the school by:
  - Establishing policies
  - Managing staff and resources
  - Monitoring progress towards meeting the aims and objectives

The Assistant Headteacher will be an outstanding practitioner

The Assistant Headteacher will also take lead responsibility for Literacy across the school, lead a key area of responsibility and be responsible for the line management of the midday staff.

They will also be required to undertake any of the duties as are delegated by the Head Teacher

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

## **Class Teacher Responsibilities**

It will be the Assistant Head Teacher's responsibility to:

- Carry out duties of a school teacher as set out in the current 'School Teacher's Pay and Conditions' document
- Carry out the duties of a general class teacher as detailed in the school Class Teacher job description, including some provision for cover of absent teachers
- Be responsible for teaching across all Key Stages

## **Duties and responsibilities**

### **School culture and behaviour**

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

### **Teaching, curriculum and assessment**

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

### **Additional and special educational needs and disabilities (SEND)**

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

### **Organisational management and school improvement**

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### **Staff management and professional development**

- Performance-manage staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, accountability and working in partnership**

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Strategic Direction and Development of School**

- In partnership with the Headteacher, Deputy Headteacher and Governors to support and help establish an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and self evaluation planning process
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher and Deputy Headteachers, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

### **Leading Learning and Teaching**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher and Deputy Headteacher to raise standards through staff performance management
- Work with the Headteacher and Deputy Headteacher to raise the quality of teaching and learning and pupils' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Lead and support the development and delivery of training and support for staff
- Support the development of the curriculum including planning.
- Support the development of a creative and balanced curriculum for all pupils
- Work in partnership with the Headteacher and Deputy Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher and Deputy Headteachers, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Leading and Managing Staff**

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with Headteacher and Deputy Headteacher to build a professional learning community which enables others to achieve
- Participate as required in the selection and appointment of teaching and non- teaching staff
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Headteacher and Deputy Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management system
- Support the annual performance management system for all identified staff

### **Managing the Organisation**

- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems of internal communication
- Working with the Headteacher, undertake key activities related to professional personnel/HR
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the leadership team
- To undertake any professional duties, reasonably delegated by the Headteacher

### **Securing Accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within school

### **Strengthening the Community**

- Work with the Headteacher and Deputy Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/careers in school life
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

*This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.*



PERSON SPECIFICATION	
CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree (QTS)</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>• Minimum of 8 years of teaching experience preferably across all Key Stages.</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line-management experience</li> <li>• A proven record of raising standards beyond the classroom</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Success at promoting inclusive practice across a school that leads to high expectations for all learners</li> </ul>
<b>Skills and 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>• The inspiration and innovative skills to extend and enrich a quality curriculum through appropriate development</li> <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>• The ability to maintain discipline and ensure that effective programmes for pupil behaviour, guidance, support and welfare are in place</li> <li>• The ability to communicate effectively and work with parents and different groups of people in the community</li> <li>• Excellent knowledge and understanding of The National Curriculum, National Curriculum English Programmes of study for Key Stages 1 and 2 and Early Years Matter</li> <li>• Excellent up to date knowledge and understanding of Keeping Children Safe in Education</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"> <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, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>• To communicate effectively both orally and in writing, to conduct meetings, present reports and develop effective links with the whole school community</li> <li>• To be sensitive to the needs of others and be willing to offer support and encouragement, and be responsive to the professional and personal development needs of staff</li> <li>• To be flexible and to respond positively to the changing needs of the school</li> <li>• To have good time management and be able to prioritise issues</li> <li>• A real enjoyment of working with children in a school environment</li> <li>• An enthusiasm for the job and an ability to motivate staff and pupils</li> <li>• An ability to maintain a calm, reflective approach</li> <li>• A commitment to working collaboratively with all staff to inspire, enable and empower them to achieve high standards</li> <li>• Excellent organisational skills and the ability to work effectively under pressure, prioritise appropriately and meet deadlines</li> <li>• Good sense of humour</li> <li>• Excellent interpersonal skills</li> <li>• Commitment to own professional development</li> </ul>
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