

**Aldersbrook Primary School  
Assistant Head Job Description**



<b>Job Title</b>	Assistant Headteacher
<b>Grade</b>	L10-14
<b>Reports to</b>	Headteacher
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Behaviour and attitudes</li> <li>• Lunchtimes</li> <li>• Phase oversight</li> <li>• Personal development</li> <li>• Pupil Premium</li> </ul>
<b>Key Purpose of the job</b>	<p>To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy.</p> <p>The Assistant Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.</p>
<b>School culture and behaviour</b>	
	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> <li>• Create a culture where pupils experience a positive and enriching school life</li> <li>• Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life</li> <li>• Ensure a culture of staff professionalism</li> <li>• 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</li> <li>• Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy</li> <li>• Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance</li> </ul>
<b>Teaching, curriculum and assessment</b>	
	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> <li>• Establish and sustain high-quality teaching across subjects and phases, based on evidence</li> <li>• Ensure the teaching of a broad, structured and coherent curriculum</li> <li>• Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities</li> <li>• Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.</li> </ul>
<b>Organisational management and school improvement</b>	
	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish and oversee systems, processes and policies so the school can operate effectively and efficiently</li> <li><input type="checkbox"/> Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care</li> <li><input type="checkbox"/> Ensure rigorous approaches to identifying, managing and mitigating risk</li> <li><input type="checkbox"/> Ensure effective use of budgets and resources</li> <li><input type="checkbox"/> Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context</li> <li><input type="checkbox"/> Make sure school improvement strategies are effectively implemented</li> </ul>
<b>Staff management and professional development</b>	
	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> <li>• Performance-manage middle leaders, including carrying out appraisals</li> <li>• Manage staff well, with due attention to workload</li> <li>• Ensure staff have access to appropriate, high-standard professional development opportunities</li> <li>• Keep up to date with developments in education</li> </ul>

	<ul style="list-style-type: none"> <li>• Seek training and continuing professional development to meet their own needs</li> </ul>
<b>Governance, accountability and working in partnership</b>	
	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> <li>• Work with the governing board as appropriate</li> <li>• Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties</li> <li>• Work successfully with other schools and organisations</li> <li>• Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li> </ul> <p>Other duties and roles may be appropriate under the Head Teachers direction and as the school develops. Core responsibilities may be modified at review and on an ongoing basis.</p>

Assistant Head PERSON SPECIFICATION	Essential/ Desirable
<b>QUALIFICATIONS</b>	
Qualified Teacher status.	E
Degree or equivalent.	E
Evidence of further professional development.	E
<b>EXPERIENCE</b>	
Successful teaching experience in the primary age range.	E
Substantial knowledge and understanding of learning and teaching throughout the primary phases.	E
Recent experience of working successfully as a senior leader or middle manager in a school.	E
Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self evaluation and school improvement.	E
Experience of teaching in more than one key stage.	D
Experience of data analysis.	D
<b>KNOWLEDGE</b>	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
Confident in whole school self-evaluation.	E
Effective communication and interpersonal skills	E
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	D
Ability to communicate a vision and inspire others	D
Ability to build effective working relationships	D
<b>SKILLS AND ABILITIES</b>	
Demonstrate outstanding practice.	E
Evaluate pupil achievements and progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Ability to investigate, resolve problems and make decisions.	E
Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Ability to provide support and advice to the Governing Body, to enable it to meet its responsibilities	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
An interest or previous experience of Technology, Google Migration and Website management.	D
<b>Personal Attributes</b>	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm.	E
Confidence and excellent inter-personal skills.	E
Loyalty and confidentiality.	E

Committed to continuing professional development for self and others.	E
Commitment to safeguarding and equality	E
Strong work ethic and resilience	E
A team player with drive and a sense of humour	E
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