

## Assistant Headteacher Job Description

This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Headteacher. The post holder will be required to deputise for the Headteacher and Deputy Headteacher in their absence. As Assistant Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher. The Assistant Headteacher will have responsibility for a class. This job description may be amended at any time, following consultation between the Headteacher and member of staff and will be reviewed annually.

### **Job Purpose**

To provide leadership, development and management of the teaching and learning of all pupils in the phase. To take a lead role in the monitoring and evaluation of standards across the phase and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the Headteacher, Governors and staff to ensure the continuous improvement of our school.

**Post holder is accountable to:** Headteacher

**Members of staff post holder is responsible for** Teachers & Teaching Assistants within the team. They will also have an overview of staffing in a phase.

**Accountable for** Progress inside a year group; pupil pastoral needs across the given year; enhancing the teaching of others.

The responsibilities defined in this job description are undertaken in addition to responsibilities as a Schoolteacher as defined in the relevant Conditions of Service.

### **Specific areas of responsibility**

#### **Leadership**

The Assistant Headteacher will

- Be a Year Leader in one year group
- Have an overview of progress inside their year and assist with intervention plans
- Be responsible for pastoral support inside their year and an overview in the phase
- Lead the school in the absence of the Head and Deputy Headteacher

The post holder provides a clear direction for the work and development of their year team within the context of the overall activity of the school, promotes high standards and ensures that they lead the school in the following ways:-

#### **Shaping the Future**

- Support the Headteacher and Governors in establishing a vision for the future of this school; demonstrating inspirational leadership and creativity.
- Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives.
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of school's policies and practices.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance the culture of team work, in which views of all members of the school community are valued and taken into account.
- Contribute to the self-evaluation of the school.

### **Leading Teaching and Learning**

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and standards improve. The postholder will have an overview of a phase in the school
- Promote the active involvement of pupils in their own learning across the school
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Promote the use of IT to enhance and extend pupils' learning.
- Lead a year team in the school
- Coach and develop staff to maximise impact on effective teaching and learning.
- Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children.
- Implement strategies to promote high standards of behaviour in the year group, phase and as a leader in the school.
- Develop and enhance a broad and rich curriculum which meets the needs of all pupils in the school.
- Monitor and evaluate standards in teaching and learning across the school.
- Demonstrate a commitment to positive behaviour management throughout the school.
- Exemplify and share best practice across the school.

### **Developing self and Managing Others**

- Set high expectations for your own performance and that of others.
- Engage in relevant continued professional development activity.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Monitor the quality of teaching and colleagues' professional impact and report the evaluation to SLT.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Support the school's ethos, promoting the school's values and principles.
- Make a distinctive contribution to the wider school team and continued development of FRJS

### **Managing the Organisation**

- Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.
- Develop action plans in specific areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.

### **Securing Accountability**

- Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff.
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes in the phase and identify priorities for the School Improvement Plan.
- Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary.
- Support the Governing Body in meeting its responsibility to account for the performance of the school.

### **Strengthening Community**

- Respond to the range of needs within the school community.
- Contribute to the development of the school within the community; strengthening partnerships with other schools and services.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- Promote and model excellent relationships with parents, based on involving parents as true partners, to support and improve pupils' achievement.

### **School Specific Responsibilities**

To take specific and direct responsibility for the following aspects of teaching and management:

- To be the reading lead in the school and to work in close co-operation with the English subject leader to drive improvements in this key area
- To lead another curriculum area if required
- To be ECT leader for the school, coordinating the support of staff in this area

In addition to these specific responsibilities the post holder may be required to undertake any additional responsibility that might be reasonably deemed to be part of the job.

This job description may be amended at any time after discussion between the teacher and the headteacher but will be reviewed annually at the Performance Management Interview.

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Post holder

Date \_\_\_\_\_