

CHRIST CHURCH PRIMARY SCHOOL

Job Description – Assistant Headteacher

Post: Assistant Headteacher KS2

Salary: Leadership pay spine 2 to 5

Responsible to: Governing body and Headteacher

Areas of responsibility and key tasks

In addition to the requirements of a class teacher

Strategic Direction and Development of the School

(in co-operation with, and under the direction of, the headteacher

To:

- Support the vision, ethos and policies of the school and promote high levels of achievement;
- Support the creation and implementation of the school development plan within the national and local context, and take sole responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets which the school sets for itself, and provide them with the support and guidance in implementing schemes of work;
- Support the evaluation of the effectiveness of the school's policies and developments;
- Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.

Teaching and Learning

To:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the national curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
- Support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of performance data;
- Support the Headteacher in developing links with parents, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.
- Support and encourage phase staff to find and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
- Provide ongoing support and guidance to pupils, for example, specifically responsible for discipline and behaviour management of pupils in the phase.

Leading and Managing Staff

To:

- Support the headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes;
- Support the headteacher in the implementation of the school's performance management policy;
- Advise on, and contribute to, the professional development of staff.

Effective Deployment of Staff and Resources

To:

- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Manage the school effectively in the absence of the Headteacher and Deputy Headteacher;
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met;
- Work with the Headteacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

General Information

To:

- Provide information and advice to the Headteacher and governing body and support proper accountability processes throughout the school.
- Attend and contribute to a range of internal meetings.

Equality of opportunity

- As a member of school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General data protection regulation 2018 for the security, accuracy and relevance personal data held on such systems and ensure that all processes comply with this.

Specific Responsibilities

To:

- Take on specific tasks related to the day to day administration and organisation of the school;
- Take on additional responsibilities which might from time to time be determined by the headteacher.

Leadership and Management

- To provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher
- To ensure that the child is always at the heart of our pastoral provision.
- In consultation with the Headteacher and Deputy Headteacher, to take overall leadership of the pastoral welfare of the students.
- Lead and manage the student behaviour, rewards and sanctions policy.
- To ensure that the pastoral system runs effectively.
- To clearly communicate the pastoral system and its aims to all stakeholders,

- To keep a secure handle on each student of concern, update safeguarding paperwork and ensuring the correct and relevant information is shared with colleagues in a timely fashion.
- To record safeguarding incidents and information across the Primary School.
- To build positive relationships with local schools and possible support groups related to behaviour and pastoral issues and disseminate information to colleagues where relevant.
- To undertake regular self-evaluation of the pastoral in order to contribute to school systems of monitoring, evaluation and review.
- To work with the other schools in our network to share best practice and develop our systems.
- To work with the Early Years and Senior years to ensure that transition between schools is well supported, with all pastoral information being shared effectively.
- To regularly observe colleagues to ensure they have feedback to help them provide exceptional pastoral care.
- To provide professional leadership and management of the Primary Curriculum
- To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To lead the Performance Management of a group of teachers and support staff and undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher
- To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout)
- Be responsible for the quality of teaching and learning, developing a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline;
- Provide professional support and encouragement to all members of staff.
- Undertake coaching and mentoring.
- Undertake key performance management initiatives such as objective setting and monitoring or quality and performance standards of staff.
- Oversee the development and monitoring of curriculum provision, liaising appropriately with school leaders, class teachers and previous and subsequent key stage or year group managers;
- Support the Headteacher in the monitoring of the quality of teaching and children's achievements across the key stage, including the analysis of performance data;

The appointment is subject to the current terms and conditions for Assistant Headteachers in the School Teachers Pay and Conditions document and other current education and employment legislation.

The job description may be amended at any time, following consultation between the headteacher and the assistant headteacher and will be reviewed annually.