

## **Assistant Headteacher - Job Description**

<b>Post title:</b>	Assistant Headteacher
<b>School:</b>	Kings Heath Primary School
<b>Pay range:</b>	8-12
<b>Line manager:</b>	The headteacher and governing body
<b>Responsibilities:</b>	Teaching and Learning, Subject Leader, Phase Leader

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### **Duties and responsibilities**

#### Shaping the future

- Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the headteacher, 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 teaching and learning**

- Carry out the professional duties of a teacher as required
- 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 to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Assist with the development and delivery of training and support for staff
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school

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- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards and including performance management
- Ensure through leading by example the active involvement of pupils and staff in their own learning

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, including coaching and mentoring as appropriate

### **Managing the organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher and deputy headteacher
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health, safety and welfare of pupils and staff

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- Contribute to and promote safeguarding of children and young people within the school

### **Strengthening community**

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with specialist support services in relation to attendance and behaviour of pupils
- Support community, PTA and school events
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies