

## Job Description

### **1.0 JOB TITLE Assistant Headteacher**

### **2.0 JOB PURPOSE**

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 a part time class teaching position and responsibility for aspects of these key areas.

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

- 2.1.1 Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
- 2.1.2 Demonstrating high standards of personal integrity, loyalty, discretion and professionalism.
- 2.1.3 Publicly supporting all decisions of the Headteacher, Excelsior MAT and SIB.
- 2.1.4 Acting as an exemplary role model who embraces the trust/school values ethos and aims.

#### **2.2 Teaching and Learning**

- 2.2.1 Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff. whilst having a 60% teaching/class commitment.
- 2.2.2 Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school.
- 2.2.3 Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement.

#### **2.3 Leading and Managing Staff**

- 2.3.1 Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development.
- 2.3.2 To support the Headteacher with Professional Growth of all staff including ECT assessments and inductions.

#### **2.4 Efficient and Effective Deployment of Staff and Resources**

- 2.4.1 In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of HLTA's and supply staff and Teaching Assistant's timetables and deployment.

#### **2.5 Accountability**

## **2.6 Specific Duties**

- Deputise for the Headteacher in their absence.
- Take a major role in the day-to-day running of the school.
- Have approximately 60% teaching commitment.
- Support behaviour management whole school.
- Lead Maths whole school and KS2, supporting staff with resources etc.
- Take a lead role in PD supporting staff with resources, planning and timetabling.
- Contribute to a positive ethos for learning.
- Promote the values and achievements of the school to the community.
- Advise on the school's resource needs and co-ordinate these resources.
- Assist with the appointment and induction of new staff and provide monitoring and support for ECT's and students as necessary.
- Assist in the preparation, implementation and monitoring of the School Development Plan.
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require.

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person Specification Assistant Headteacher

<b>Criteria:</b>	<b>E</b> = Essential <b>D</b> = Desirable
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<b>Criteria</b>	<b>Qualifications</b>
<b>E</b>	Qualified teacher status.
<b>E</b>	Degree.
<b>E</b>	Professional development in preparation for a leadership role.
<b>E</b>	Recent, relevant in-service training – particularly in relation to inclusion and safeguarding.
<b>E</b>	Working knowledge of the SEN code of practice.

<b>Criteria</b>	<b>Experience</b>
<b>E</b>	Successful leadership and management experience in a school with proven successful impact.
<b>E</b>	Proven experience of leading an initiative that had measurable impact on pupils learning.
<b>E</b>	A proven track record in improving the quality of teaching.
<b>D</b>	Teaching experience across all key stages including end of key stage assessments.
<b>E</b>	Involvement in school self-evaluation and development planning.
<b>E</b>	Line management experience.
<b>E</b>	Experience of contributing to staff development.
<b>D</b>	Experience of community engagement.
<b>E</b>	Evidence showing an interest in pupils with special needs.
<b>E</b>	Experience of working with pupils with special needs and other key groups of pupils (e.g. EAL, Gifted and Talented, Looked After or those on the Child Protection Register).
<b>E</b>	Knowledge of working with outside agencies.

<b>Criteria</b>	<b>Skills and Knowledge</b>
<b>E</b>	Data analysis skills, and the ability to use data to set targets and identify weaknesses.
<b>E</b>	Understanding of high-quality teaching, and the ability to model this for others and support others to improve.
<b>D</b>	Awareness of school finances and financial management.
<b>E</b>	Effective communication and interpersonal skills.
<b>E</b>	Proven track record of delivering quality professional development.
<b>E</b>	Ability to communicate a vision and inspire others.
<b>E</b>	Ability to build effective working relationships.
<b>E</b>	A high level of IT literacy.
<b>E</b>	Ability to manage employment relations.
<b>E</b>	Diplomacy and tact.

<b>E</b>	Able to lead on the identification of pupils' needs and act upon them to raise standards.
<b>E</b>	Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries following the school's behaviour management policy

<b>Criteria</b>	<b>Personal Qualities</b>
<b>E</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
<b>E</b>	Ability to work under pressure and prioritise effectively.
<b>E</b>	The ability to work as part of a team.
<b>E</b>	Commitment to always maintaining confidentiality.
<b>E</b>	Commitment to safeguarding and equality.
<b>E</b>	A passion for teaching.
<b>E</b>	Commitment to ongoing professional development.

Heath Mount Primary School is part of Excelsior Multi Academy Trust (MAT) and is a unique, innovative and friendly school, where all staff are valued and supported in their personal and professional development within a nurturing environment. We actively promote the Equality Act and will expect all applicants to demonstrate their commitment to equality to improve outcomes for all children who attend the school.

Applicants will also be required to demonstrate their suitability to work with children, including motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behavior and attitudes to the use of authority and maintenance of discipline.

**Job description issued:**

**Head Teacher** .....

**Postholder** .....

**Date:** .....