



ASSISTANT HEADTEACHER JOB DESCRIPTION

Responsible to: The Executive Headteacher and the Governing Body

Primary Purpose of the role

- To work with and assist the Executive Headteacher
- To provide professional leadership and management for the school, and across The Federation, which secures its success and improvement, ensuring high quality education for all pupils and improved standards of learning and achievement.
- To ensure the smooth running of the school on a day to day basis

The professional duties of the Assistant Headteacher shall include:

Strategic Direction and Development of the School and Federation

- Working with the Executive Headteacher to provide vision, leadership and a clear direction for the school
 - Working with the Executive Headteacher to formulate the overall aims and objectives of the school and policies, putting the needs of the children first so they reach their full potential in all areas of their development
 - To uphold and promote the Christian vision, values and school ethos, liaising with the local churches and church community
 - To motivate and work with others to create a shared culture and positive climate, securing the commitment of staff, pupils, parents and the wider community to the vision and direction of the school
 - Implementing school policy and procedures and being a role model to others
 - Producing, implementing and monitoring school improvement/ action plans aligned to specific responsibilities
 - Working with the Executive Headteacher to monitor and evaluate the work of the school and use the outcomes of these activities to improve the effectiveness of the school
 - Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements. Provide timely, accurate and constructively feedback on learners' attainment, progress and areas of development
 - Ensuring that safeguarding and protecting children is a core priority to the school's work within a culture of vigilance
 - Deputising for the Executive Headteacher when they are not in the school and fulfilling the duties expected of someone in this post
 - Arranging for a suitable person to assume responsibility for the discharge of the Assistant Headteacher's functions at any time when absent from the school
 - To meet the national standards for teachers
- To carry out the duties required of an assistant Headteacher as set out in part seven of the School Teachers' Pay and Conditions Document [School teachers' pay and conditions document 2020 and guidance on school teachers' pay and conditions - September 2020](#)

Teaching and Learning within the School and across the Federation

- Promoting and securing excellent teaching, effective learning, high standards of achievement, good behaviour and discipline within a safeguarding culture
- Implementing and monitoring the curriculum and its assessment as agreed with the Executive Headteacher.
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement
- Using data to provide accurate information to the Executive Headteacher on the attainment and progress of all students.
- Creating and maintaining an effective partnership with parents to support and improve pupils' achievements and personal development.

Leading and Managing School Staff

- Assisting the Executive Headteacher in the selection and appointment of the teaching and support staff as appropriate to ensure that appointees have the potential to achieve the agreed aims of The Federation
- Implementing and sustaining effective systems for the management of staff performance incorporating targets for support staff, including targets relating to pupils' achievement
- Motivating and enabling all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Demonstrate and articulate high expectations and set stretching targets for the whole community

Efficient and Effective Deployment of School Staff and Resources

- Induction of new support staff, students and work experience students
- Managing teaching and support staff on a day to day basis where necessary, including timetabling, supply cover, cover supervision and lunchtimes
- Managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Managing, monitoring and reviewing the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money
- Ensuring all staff, volunteers and others that work with children are safe, by following appropriate procedures

Safeguarding within the School

- Working with the Executive Headteacher to take responsibility for promoting and safeguarding the welfare of children within the school
- Providing advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively
- Ensuring safeguarding policies and procedures are fully implemented, up to date and adhered to by all staff
- Ensure all staff and volunteers are able to raise concerns about poor or unsafe practice with regard to children, and such concerns are handled sensitively and effectively in accordance with appropriate procedures.

Accountability for the school

- Working with the Executive Headteacher to develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes and the success of the school
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation, in keeping with performance management and appraisal procedures
- Presenting a coherent and accurate account of the school's performance in a form appropriate to a range of audiences
- Ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.
- Ensuring the smooth running of the school on a day to day basis

General Responsibilities

- To maintain a high profile and visible presence around school
- To deputise for the Executive Headteacher in their absence
- To play a full part in all aspects of strategic planning, implementation and review
- To be the line manager for named curriculum priorities and to work closely with these areas on raising standards
- To be the line manager for support staff to challenge and support all pastoral and academic issues.
- To undertake a range of routine duties such as collective worship, break and lunchtime duties
- To support a broad range of out of hours activities and community events
- Any other reasonable duties deemed necessary to ensure the smooth running of the school/Federation by the Executive Head teacher

To Work across Schools

- Attend and contribute to The Federation of Longhorsley and Whalton C of E Schools' senior leadership team and other relevant Partnership meetings

NB: In this employment your duties will require you to work across both schools within The Federation of Longhorsley St Helen's and Whalton C of E Schools.