

Boringdon Primary School
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We take pride in everything we do.



Job description ASSISTANT HEADTEACHER

Salary: L5-7

Hours: FTE 1.0

Contract type: full-time, permanent

Reporting to: Headteacher

Responsible for: Responsible for leading and monitoring core curriculum areas

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant Headteacher will have a timetabled teaching commitment.

They may also be required to undertake any of the duties delegated from the Headteacher.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher & Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge

- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other areas of responsibility

Assessment

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyze pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

Other responsibilities

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person specification

Criteria	Qualities
Qualifications	Qualified teacher status Degree Professional development in preparation for a leadership role
Experience	Leadership and management experience in a school Teaching experience Involvement in school self-evaluation and development planning Line management experience Experience of contributing to staff development
Skills and knowledge	Understanding of high-quality teaching, and the ability to model this for others and support others to improve Understanding of school finances Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships
Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date:

Next review date:

Headteacher: _____

Date: _____

