

WYKEN CROFT PRIMARY SCHOOL

JOB DESCRIPTION FOR ASSISTANT HEADTEACHER

WHOLE SCHOOL RESPONSIBILITIES

1. Strategic Development and Organisation

The successful candidate will:

- Be a member of the Senior Leadership Team
- Play an active role in those meetings and be fully supportive of decisions taken
- Undertake a leading role in school self-evaluation
- Make a major contribution to the formulation of the SDP
- Ensure effective and consistent internal communications
- Ensure that rotas and timetables operate effectively
- Deputise for Headteacher/Deputy Headteachers in their absence
- Liaise with governors including attendance at meetings where needed

2. Responsible for EYFS including continuity of provision within the Phoenix Nursery

- Linking all provision for under 5's on site(s)
- Development of staff within Phoenix Nursery

PHASE BASED RESPONSIBILITIES

3. Leading and Managing Staff

The successful candidate will be:

- Responsible for the organisation and leadership within EYFS
- Responsible for the leadership and management of all staff within EYFS
- Be a role model for Outstanding Teaching and Learning.
- Responsible for the Performance Management of defined teaching and non-teaching staff
- Responsible for the welfare and pastoral care of staff within EYFS

4. Children and the Curriculum

- Responsible for monitoring teaching and learning within EYFS

- Responsible for ensuring that all groups of children achieve to their potential
- Responsible for curriculum development and innovation
- Responsible for all assessment within the phase, including school based assessments
- Responsible for tracking and target setting within the phase ensuring clear targeted grouping in all years
- Responsible for the transition into and out of EYFS

5. Accountability

- Responsible for reporting to the Headteacher and governors on the quality of teaching and learning within a Phase

6. Buildings and the Environment

- Responsible for the Health and Safety of all children and staff who work in the phase areas of the building
- Responsible for ensuring that those areas offer a high quality learning environment

7. Parents and the Community

- Responsible for developing high quality relations with parents and carers
- Forming good relationships with all groups of parents, including SEND and pupil premium children

PERSONAL SPECIFICATION FOR ASSISTANT HEADTEACHER

1. QUALIFICATIONS/TRAINING

Qualified teacher status.

Evidence of involvement in INSET activities as participants and potentially as a provider.

Evidence of commitment to further professional development.

2. KNOWLEDGE AND UNDERSTANDING

Knowledge and understanding of the principles and practice of primary education.

Up to date knowledge of curriculum management and development including the statutory requirements of the National Curriculum and the EYFS framework

Understanding of and commitment to the role of a Senior Leader and Manager within the school.

Knowledge of a school's role in providing effectively for the needs of all pupils, including those with behavioural and/or learning special educational needs.

An understanding of Strategic and School Development Planning.

An understanding of the use of assessment data to set targets for improvement, to track individuals and groups and to use that knowledge as a means of successful intervention.

Understanding and knowledge of opportunities and issues for a school serving its community and a desire to see it extended further.

Understanding of and involvement in, school self-evaluation and development.

Up to date knowledge of educational developments and current good practice.



Wyken Croft
Primary School

3. EXPERIENCE

Experience of teaching within a Primary School, providing for Educational Needs across the full ability range, including Special Needs, Gifted and Talented and English as an Additional Language.

A proven record of recent leadership and management experience in a school.

Experience of participation in, and a commitment to, a team approach to management.

Experience of leading an area of curriculum development.

4. SKILLS AND ABILITIES

Evidence of:

- Excellent teaching skills
- Vision, initiative and leadership
- Good interpersonal skills including an appreciation of the importance of confidentiality and the ability to listen to and respond sensitively to both adults and children
- An ability to motivate and support people, ensuring that morale remains high
- An understanding of the importance of involving staff, parents, governors and other interested parties in the process of establishing a clear and shared set of aims, objectives and values for the school
- The ability to work as a member of a team, forming and maintaining good professional relationships with staff, parents, governors etc
- The ability to communicate effectively, both orally and in a written form to a variety of audiences
- Effective participation in and leadership of strategies supporting staff development in professional review
- A positive attitude to behaviour management
- A commitment to Equality of Opportunity
- An open, positive attitude to new initiatives/challenges and change.

5. WRITTEN APPLICATION

Well-constructed with evidence of clear thinking.

Evidence of a personal philosophy of education with issues addressed clearly and appropriately.



Wyken Croft
Primary School

6. REFERENCES

Excellent and unequivocal

7. HEALTH AND ATTENDANCE

Excellent attendance, punctuality and health record.