



Joseph Cash Primary School

Assistant Headteacher Job Description

Strategic Leadership Role across the school

Individual School Range 5-9

Core Purpose

To work closely with the Senior Leadership Team to provide professional leadership and management of the school. To lead by example, to motivate and inspire others in the collective pursuit of educational success enabling all children to develop as independent, confident, effective and responsible learners.

To play a key role in the development of Teaching and Learning across the whole school.

Duties and Responsibilities

General

To carry out the professional duties of a teacher other than a Headteacher (as described in Part 12 School Teachers' Pay and Conditions Document) including those duties particularly assigned by the Headteacher,

To play a major role under the overall direction of the head teacher in–
formulating the aims and objectives of the school;
establishing the policies through which they are to be achieved;
managing staff and resources to that end; *and*
monitoring progress towards their achievement;

To undertake any professional duties of the Headteacher reasonably delegated by the Headteacher;

Strategic Direction and Development

To work with the Headteacher, the Leadership Team and the Governing Body to:

- develop the vision for the school, ensuring that it is clearly articulated, shared, understood and acted upon effectively by all;
- formulate the School Development Plan;
- demonstrate the vision and values in everyday work and practice;
- motivate and work with others to create a shared culture and positive climate.

Teaching & Learning

To work with the Headteacher, the Leadership Team and the Governing Body to:

- ensure a consistent and continuous school-wide and Learning Team focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning;
- ensure learners encounter exciting, creative learning experiences which inspire and maximise the learning potential of all children;
- ensure Assessment for Learning principles lie at the heart of all learning experiences as catalysts to deep, meaningful and targeted learning;
- provide a safe and varied learning environment and resources which motivate and challenge learners allowing greater enrichment, creativity, choice, collaboration and above all memorable and inspiring learning experiences;
- maintain high expectations of all for the whole school community;
- develop and maintain a curriculum that allows all children to flourish, provides a landscape for an exciting learning journey and enables all learners to become fully interested, inspired and immersed in their learning;
- ensure that Teaching and Learning are consistently good and frequently outstanding.
- to undertake a teaching commitment as required with regard to school and Leadership Team priorities.

Leading & Managing Staff

To lead on and undertake the role of continuing professional learning for the whole school.

To manage own workload and that of others to allow an appropriate work/life balance.

To make 'local' decisions that accelerate the achievement of children within a Learning Team through the effective deployment of; Teachers, Teaching Assistants, Learning Mentor, Higher Level Teaching Assistant (HLTA), EAL/SEN Teaching Assistant and Champions of key areas

Managing the Organisation

To work with the Headteacher, the Leadership Team and the Governing Body to:

- create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements;
- produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- manage the school's financial and human resources, including those budgets the post holder has direct responsibility for, effectively and efficiently to achieve the school's educational goals and priorities
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and aims of the school;
- manage and organise the school environment efficiently and effectively.

Developing self, working with others and Securing Accountability

To work with the Headteacher, the Leadership Team, a Learning Team and the Governing Body to:

- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation;

- monitor, evaluate and review the impact of school development plan priorities, policies, targets and practice.

To reflect on his/her personal contribution to school achievements and take account of feedback from others.

To regularly review own practice, set personal targets and take responsibility for own personal development.

Line Management

Responsible directly to the Headteacher who is the Assistant Head's Team Leader.

Responsible for the Performance Management of support staff.

Strengthening Community

To work with the Headteacher, the Leadership Team, a Learning Team and the Governing Body to:

- build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- ensure learners, along with their families, interact with people from different backgrounds and build positive relations, including: links with different schools and communities locally, nationally and globally;
- provide opportunities for pupils, families and the wider community to take part in activities and receive services which build positive interaction and achievement for all groups;
- contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- co-operate and work with relevant agencies to protect children.

To create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.

To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the School Teachers' Pay and Conditions Document in terms of duties and working time.

Review and Amendment

This job description is subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation.



Joseph Cash Primary School

Assistant Headteacher Person Specification

Attributes	Essential	Desirable	How identified
<u>Relevant Experience</u>	<p>Highly successful and varied teaching experience in primary schools</p> <p>Proven successful leadership of an aspect of school improvement, curriculum area or Key Stage</p>	<p>Teaching across the primary age range including experience of Nursery to Year 6</p> <p>Leadership in aspects of school life involving parents and the wider community</p> <p>Experience as a Performance Management Team Leader and Mentor for Students/Newly Qualified Teachers</p> <p>Experience of managing a budget</p> <p>Experience in more than one school</p>	Assessed through the application
<u>Education and Training</u>	<p>Qualified Teacher Status</p> <p>Recent, relevant in-service training in current educational practice, including leadership and management</p>	<p>Degree/post graduate study</p> <p>Involvement in/completion of the Leadership Pathways programme or similar</p>	Assessed through the application
<u>Knowledge and Skills</u>	<p>The ability to plan, monitor, evaluate, review and lead by example</p> <p>The ability to gather appropriate assessment data and act upon it effectively to raise standards across the school</p> <p>Ability to manage the implementation of change sensitively and effectively</p> <p>Ability to lead and work as part of effective teams</p> <p>Evidence of having influenced the quality of teaching and learning in present school</p> <p>A positive, flexible approach to issues arising</p> <p>To maintain a professional, inspirational role model within the school and the community</p>	<p>Understanding and application of Assessment for Learning principles in practice</p> <p>Experience of curriculum design and re-modelling</p>	Assessed through the application and during the selection process i.e. presentation and interview

<p><u>Personal Qualities</u></p>	<p>Good reasoning powers and good judgement in a variety of situations</p> <p>Recognises and acknowledges excellence; challenges poor performance</p> <p>High level of written and oral communication skills, and ICT skills</p> <p>Inspires, challenges, motivates and empowers others</p> <p>Thinks strategically; prioritises, plans and organises themselves and others</p> <p>Makes professional, managerial and organisational decisions based on informed judgements</p> <p>Thinks creatively, is confident and dynamic</p> <p>Demonstrates a genuine and real passion for learning</p>		<p>Assessed through the application and during the selection process i.e. presentation and interview</p>
<p><u>Additional Factors</u></p>	<p>A commitment to involve parents and the community in the work of the school</p> <p>Strong commitment to positive behaviour strategies and constructive handling of problems</p> <p>An awareness, understanding and proactive commitment to equal opportunities</p>	<p>Has proven themselves in collaborating and networking with others within and beyond the school</p>	<p>Assessed through the application and during the selection process i.e. presentation and interview</p>