



**BROAD HEATH PRIMARY SCHOOL
COVENTRY**

*BROAD HEATH SCHOOL IS AT THE HEART OF
THE DIVERSE AND LIVELY COMMUNITY OF
FOLESHILL. THE SCHOOL WELCOMES THAT
DIVERSITY AND AIMS TO ENSURE THAT ALL
PUPILS "GAIN" FROM EVERY ACTIVITY THEY DO,
FROM THE MOMENT THEY COME THROUGH THE
SCHOOL GATES, TO THE TIME THEY GO HOME.*

About our School

Broad Heath Primary School was relocated to a new one form entry building on a green field site in 2000. Since then its buildings have been extended twice to so it is now a large 3 form entry school with a 56 place nursery. The school recently acquired an additional plot of land for sports facilities from the nearby housing development.

The modern buildings have been well maintained and include a swimming pool, two ICT suites, a radio station, a green room, a parents' room and a variety of withdrawal rooms. In addition there are two outside buildings. The larger building contains a science room and an additional classroom. The smaller building is a PE "pod" with toilet facilities used a changing room for after school activities.

The outside space at Broad Heath is exciting. It has a covered sports area, additional sports areas, a variety of climbing frames, exercise apparatus, a mini-golf course and even a Red Bus. There is a green dome, vegetable beds and Forest School buildings for outside environmental work.

Broad Heath is an incredible school with fantastic pupils from diverse backgrounds. More than half of our children speak English as an Additional Language and at present there are 37 home languages spoken by different pupils.

Our Aims

Broad Heaths' mission statement is "To Gain."

Everything that pupils' do, from the moment they come through the school gates, to the time they go home should enable the pupils "To Gain."

To ensure this is achieved Broad Heath:

- offers a high quality curriculum that enables pupils to develop their full potential
- creates a positive, constructive and challenging atmosphere with pupils that are caring and confident
- maintains a pastoral team to support pupils and families
- provides pupils with superb facilities
- has a very clear and consistent Behaviour Policy with clear boundaries for behaviour, consistent with fair consequences throughout the school

Assistant Headteacher Job Description and Person Specification

JOB DESCRIPTION: Assistant Headteacher

Job details

Salary: L7 – L14 depending on level of prior experience

Contract type: Full time, permanent

Reporting to: Headteacher, Deputy Headteacher

Main purpose

The assistant headteacher will support the head teacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the head teacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure they model kindness and uphold the 12 school values.

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Work with Year Leaders to deliver high quality learning outcomes

Additional and special educational needs and disabilities (SEND)

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

- Blogs and communication with parents to be clear, concise and relevant

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organizations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

- Assistant head teacher, may be asked to lead/and or support key core areas/any subjects

Assessment

The assistant headteacher will:

- Support whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing in KS2
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Support pupil attendance and ensure it is continuously improving by liaising with the pastoral team
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

PERSON SPECIFICATON

	Essential	Desirable
Education, training and qualifications		
• Qualified teacher status	✓	
• Degree	✓	
• Professional development in preparation for a leadership role and evidence of professional training	✓	
Experience		
• Leadership and management experience in a school of a subject	✓	
• Teaching experience of at least 5 years	✓	
• Experience of teaching in both two key stages	✓	
• Involvement in school self-evaluation and development planning	✓	
• Line management experience	✓	
• Demonstrable experience of successful line management and 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 for a subject/ an other area	✓	
• 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 prioritize effectively	✓	
• Commitment to maintaining confidentiality at all times	✓	
• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓	
• Ability to persevere and find solutions to problems	✓	
Other Requirements		
• Satisfactory Enhanced Disclosing and Barring Service Check	✓	
• Satisfactory references	✓	