

# Whitmore Park Primary School



<b>Post title:</b>	Assistant Headteacher
<b>School:</b>	Whitmore Park Primary School
<b>Pay range:</b>	L8 – L12
<b>Line manager:</b>	The headteacher and governing body

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The core purpose of the Assistant Headteacher is to assist the Headteacher and Deputy Headteacher in providing professional leadership and management, promoting a secure foundation from which to achieve high standards in all areas of the school's work.

The holder of the post will work with class teachers in a leadership and coaching role to promote maximum effectiveness in their teaching, and to achieve a high level of engagement from all learners in their class. He or she will assist the Head and Deputy in monitoring and evaluating the quality of teaching and learning and pupil progress throughout the school, and in formulating school development plans in response to this assessment. Regular release time will be provided. In addition, the post holder will take a class teaching role, modelling excellent practice.

## Key Tasks

### **A. Shaping the Future**

**Working alongside the Head, governors and senior leadership team to support a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school.**

The postholder will:

- support and articulate the vision for the school and support staff in understanding and acting upon this vision;
- work with the senior leadership team to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- demonstrate the vision and values in everyday work and practice;
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence;
- motivate and work with others to create a shared culture and positive climate.

### **B. Leading Learning and Teaching**

**Alongside the Headteacher and Deputy, take a key role in raising the quality of teaching and learning throughout the school, to ensure pupils make good progress**

The postholder will:

- support teachers in developing their teaching skills;
- support teachers in establishing creative, responsive and effective approaches to learning and teaching;
- support teachers in developing good assessment for learning skills, and to have confidence to plan next steps from the pupils' current levels of learning: support

teachers in developing a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;

- demonstrate high expectations within their own class;
- implement strategies which secure high standards of behaviour and attendance:
- work with the Head and senior leadership team to monitor, evaluate and review class room practice and promote improvement strategies.

### **C. Developing Self and Working with Others**

**Show commitment to their own continuing professional development, and to assist the Head and Deputy in supporting all staff to achieve high standards through performance management and effective continuing professional development practice.**

The postholder will:

- treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture:
- work within a collaborative learning culture;
- develop and maintain effective coaching and mentoring skills to support class teachers to improve their own practice:
- develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory:
- regularly review own practice, set personal targets and take responsibility for own personal development;
- manage own workload and that of others to allow work/life balance:
- act as a reviewer for teachers' performance management.

### **D. Managing the Organisation**

**Assist the Headteacher and Deputy to ensure that people and resources within the school are organised to provide an efficient, effective and safe learning environment.**

The postholder will:

- ensure all aspects of their work reflects the values and vision of the School;
- produce and implement clear, evidence-based improvement plans and policies for the development of teaching and learning skills, engagement of learners and a coaching culture within the school;
- manage resources effectively and efficiently in order to action improvement plans;
- support the Headteacher in ensuring good behaviour management throughout the school;
- use and integrate a range of technologies efficiently and effectively to action improvement plans.

### **E. Securing Accountability**

**Assist the Headteacher and Deputy in promoting collective responsibility within the whole school and to contribute to the education service more widely.**

The postholder will:

- assist the Headteacher and Deputy to develop a school ethos which enables everyone to work together, 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 review and evaluation;

- report to the Headteacher and senior leadership team a coherent, understandable and accurate account of the school's performance within the postholder's areas of responsibility;
- reflect on personal contribution to school achievements and take account of feedback from others.

## **F. Strengthening Community**

**The postholder may, at the request of the Headteacher, collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.**

The postholder will:

- build a school culture which takes account of the richness and diversity of the school communities;
- create and promote positive strategies for challenging prejudices and dealing with harassment;
- ensure learning experiences are linked and integrated with the wider community;
- collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development;
- seek opportunities to invite parents and carers, community figures and businesses into the school to enhance and enrich the school and its value to the wider community;
- contribute to the development of the education system by, for example, working in partnership with other schools;
- co-operate and work with relevant agencies to protect children.

<p><b>Special conditions of employment</b></p> <p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered. If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
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<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p> <p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
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**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

**Equality and Diversity**

The School is committed to equality and value diversity. As such the School is committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The School operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.