



Alderman's Green Primary School
**'Where everyone believes in us and we
believe in ourselves'**



Job Description: Assistant Headteacher: L5 to L9

Through modelling of our Core Values and best practice at all times, this post will contribute to whole school improvement and development by:

Shaping the Future

To contribute to the strategic planning process, ensuring the school moves forward for the benefit of all children by working as a member of the Senior Leadership Team to:

- Provide clear strategic direction to the enhancement and development of the Alderman's Green curriculum;
- Develop whole school policies, aims and objectives;
- Formulate and evaluate the School Improvement Plan, determining the priorities for the school;
- Undertake whole school self-evaluation.
- A clear vision for how to ensure our children get a high quality education
- An ability to challenge and ask questions and to think differently and strategically

Leading the Curriculum

To contribute to the development of high standards of teaching, learning and attainment by:

- Providing guidance to ensure that the curriculum meets the needs of our pupils so that they attend school often and achieve well
- Use research and reading to develop our curriculum so that it is innovative and inspiring and broad and reach enabling our children to be ambitious
- Ensure that our curriculum intent impacts and drives all aspects of school life building our children's cultural capital
- Being a role model of high quality classroom practice
- Ensuring the delivery of a high quality educational experience across the school;
- Challenging underperformance and ensuring high standards of achievement;
- Taking a role in the monitoring, evaluation and review of classroom practice;
- Promoting improvement strategies;
- Ensuring a high standard of physical and emotional care for all children;
- Taking a leading role in ensuring high standards of behaviour of children across the school;

Developing Self and Working with Others

To support staff to achieve high standards and develop their own leadership and management capacity by:

- Actively promoting an open and positive culture across the school;
- A willingness to share and learn from good practice;
- A commitment to supporting and developing yourself and your colleagues
- Promoting and fostering a climate in which collegiate working is a regular feature and where the input and opinions of all staff are valued;
- Supporting the development of subject leaders so that they are confident in leading and evaluating their subject area.
- Assisting and supporting staff in their work in school, through developing their skills, strengths and abilities and helping them to overcome areas of anxiety and areas of development;
- Leading aspects of school based in-service training;
- Managing new initiatives and/or supporting staff who are managing new initiatives;
- Giving and receiving effective feedback;
- Regularly reviewing your own performance, setting personal targets and taking responsibility for personal and professional development;
- Displaying a high standard of professional behaviour and integrity at all times.

Managing the Organisation and Securing Accountability

To contribute to organisational effectiveness by:

- Taking a leading role in the implementation of the School Improvement Plan and whole school policies;
- Leading the curriculum working party, developing and shaping our curriculum to ensure breadth, balance and richness;
- Being involved in the organisation, planning and delivery of whole school assemblies;
- Supporting in the management of daily routines in support of whole school policies;
- Taking a shared role in the general management of the school in the absence of the Headteacher or Deputy Headteacher.

Strengthening Community

To strengthen the school community by:

- Building and maintaining effective relationships with all staff, children, parents, governors and the wider community, supporting the ethos and aims of the school;
- Ensuring good communication is maintained throughout the school;
- Collaborating and networking with other schools to share good practice.

Specific Responsibilities

Take responsibility for ensuring that our high quality curriculum impacts on underachievement and brings about accelerated learning outcomes through the coaching of staff, the tracking of provision and the impact it is having, through the use of external advice and research to ensure that our approach reflects best innovation and practice in order to improve the learning outcomes for pupils at our school.

Updated: June 2021