

**St. Helen’s Primary School – Job Description**

**Assistant Headteacher**

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| **Name** |  |
| **Post Title** | Assistant Headteacher |
| **(Senior Post within the school staffing structure)** | *(Carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document and the Professional Standards for Teachers, including the conditions of employment for Assistant Headteachers)* |
| **Main purpose of the job** | To support and assist the Headteacher/Deputy Head by providing dynamic and professional leadership and management by:   * Sharing and modelling the school’s vision and values that will enable the school to develop further throughout periods of change. * Developing and motivating staff, setting high expectations and aspirations for all * Raising the attainment and achievement of all pupils. * Contributing to rigorous school self-evaluation * Proactively managing staff and resources within a team * Leading a ‘core’ subject/area * Carry out the professional duties of a teacher |
| **Key Responsibilities** | |
| **Member of the SLT** | * To take a key role in, as a member of the Senior Leadership Team, the strategic leadership and management of the school. * To play a major role in developing whole-school vision, values and aims, establishing policies and practices through which they shall be achieved. * To be instrumental in supporting all staff through change * To evaluate the effectiveness of the school in terms of overall provision, including pupil achievement, attainment and teaching and learning. * As part of the SLT maintain a high profile as an example of best and leading practice and reporting to staff, governors etc. as necessary * Collaborate with others in the organisation of whole school events and the wider school agenda * Work with a variety of multi-agencies to support the best possible outcomes for pupils * To share responsibility for the day to day management of the school, taking on specific tasks, as required. |
| **Strategic Direction/Shaping the Future** | * Support the Headteacher and Deputy Headteacher in promoting and developing a vision for the future of the school; ensuring it is clearly articulated, shared and understood and acted upon effectively by all * Play a significant role in the school improvement planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility * Develop and implement policies and practice which reflect the school’s commitment to high achievement and attainment * Promote and enhance a culture of team work in which all stakeholders views are valued and taken into account * Demonstrate high standards of personal integrity and professionalism across all aspects of school life * Play a key role alongside the Headteacher/Deputy Headteacher in areas such as Teaching and Learning, Standards of attainment, Pedagogy, Performance Management. |
| **Leading Teaching & Learning (Core subject/area)** | * Lead a core subject either Mathematics or English or core area across school and provide an example of ‘excellence’ as a leading classroom practitioner * Devise, implement and evaluate key policies and practices linked to subject/core area * Carry out school self-evaluation exercises linked to school improvement planning and priorities, impacting on attainment and achievement * Work with the SLT to raise the quality of teaching and learning and pupils’ achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes * Coach and develop staff to maximise impact on effective teaching and learning * Support staff in developing the planning and assessment procedures for identified core subjects/areas * Share the responsibility for the analysis of key school performance data (subject/team/area specific) to ensure high standards are promoted * Be part of target setting, including statutory procedures and targets for individuals and groups * Plan, organise and deliver Professional Development where necessary * Keep abreast of the latest developments and be able to disseminate to others, including SLT and Governors * Ensure a broad and balanced curriculum is in place which meets the needs of the range of pupils in school and makes strong links with the local community * Demonstrate a commitment to positive behaviour management both in class and across whole school environment |
| **Developing self and working with others** | * Work with the Headteacher/Deputy Headteacher to build a professional learning community both within and beyond the school * Promote an ethos in which every individual is treated with dignity and respect * Promote safeguarding to ensure the welfare of pupils is paramount * Support the Headteacher in Performance Management where best practice is celebrated and shared and underperformance is addressed * Reviewing own practice, setting personal targets and having a commitment to own Professional Development relevant to the post * Set high expectations for your own performance and that of others |
| **Strengthening Community** | * Identifying opportunities, with the Headteacher and SLT, to further involve parents, carers, community and business organisations to enhance and enrich pupils’ experiences * Promote partnership working across the cluster and beyond to strengthen community cohesion * Respond to an understanding of the diversity of the school community * Contribute to policies and practice which promote equality of opportunity and tackle prejudice * Maintaining positive perceptions of the school through relevant engaging items such as school website, newsletters and the local media * Promote and model excellent relationships with parents, which are based on partnerships to support and improve pupils achievement, attainment and overall well-being |

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| **Agreed: Date:**  **Signed: ---------------------------------------------------- Post Holder**  **Signed:----------------------------------------------------- Headteacher**  *The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers’ terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.* |