

Aim High Academy Trust

Job Description – Assistant Headteacher

Dubmire Primary Academy



Post title:	Assistant Headteacher
Whole school area of accountability:	Whole school responsibility for the leadership and management of Teaching & Learning (curriculum development) and assessment. Leadership Pay Scale L7 – L11
Responsible to:	The Headteacher and Trust Board
Supervisory responsibility:	Any teaching and non-teaching colleagues within your phase and/or whole school responsibility

Main purpose of the job:

- Work with the Headteacher to provide professional leadership for the academy which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement
- Lead the further development of the whole school curriculum offer and the associated assessment.
- When required, undertake leadership duties across any academies within the trust.
- Take specific responsibility and accountability for the day to day management and organisation of your responsibility area
- Be an excellent classroom practitioner and model high academic achievement
- Line manage and appraise identified staff
- Assist in the smooth running of the school at all times, including being responsible with the other SLT members for the school in the absence of the Headteacher
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

In addition, carrying out the duties of a teacher as outlined in the current *School Teachers' Pay and Conditions Document* and additional job description. Teachers should also have due regard to the Teacher Standards (2013). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Leadership and management

- To carry out the duties of the Assistant Headteacher as set out in the School Teachers' Pay and Conditions document.
- To support the Headteacher in the day to day organisation of academy systems.
- To support the Headteacher in shaping the strategic direction of the site.
- To provide inspiring and purposeful leadership for staff and pupils.
- To work in partnership with the Headteacher, staff and stakeholders to establish the ethos, aims and values which underpin the site.
- To work with the Headteacher to implement the site development plan and ensure its continuous improvement.
- To support the Headteacher in ensuring all policies and procedures are constantly monitored and maintained to ensure they reflect any changes in national and local legislation.

- To support the Headteacher in providing relevant information to the Trust, Local Authority and DfE as and when required.
- To be responsible in challenging and supporting the setting in its development through the monitoring, review and evaluation of curriculum, assessment policies, priorities, targets and practice.
- To develop and maintain effective partnerships with parents/carers and the wider community, to support and improve all learner's achievements and their personal development.
- To support the Headteacher in maintaining high morale throughout the setting and to set an example of professional standards and leadership.
- To offer support and development opportunities for all staff by providing clear expectations, guidance and training, in order to build capacity for the sustained improvement of the site.
- Plan, allocate, support and evaluate work undertaken by any groups, teams or individuals across the site, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of employment.
- To work with the Headteacher to ensure the implementation of an effective system of performance management for all staff across the site.
- To support with the organisation of whole school events and respond to the views, needs and requests of children, staff, parents, governors and visitors.

Teaching and learning responsibility

- To maintain an environment that promotes and secures good teaching, effective learning, high standards of care and good behaviour.
- To coordinate the organisation, management, implementation, monitoring and assessment of the curriculum to ensure all statutory requirements are met.
- To ensure pupils receive an effective and appropriate level of education and care appropriate to their individual needs and abilities to enable them to enjoy, achieve and meet their full potential whilst at school.
- To ensure that pupil assessment is accurate and pupil performance is used to regularly to inform planning.
- To ensure that setting takes account of local and national initiatives relevant to teaching and learning in the delivery of a broad and rich curriculum.
- Liaise with our partnership and local schools and other service providers to extend and enrich our provision.

Monitoring and assessment

- Together with the senior leadership team (SLT) of the school, contribute to, monitor and review the impact of teaching and pupil progress through the analysis of data, ensuring the use of information for planning and target setting across your area of responsibility
- Monitor standards including recorded work as relevant to your area across the school including reviewing long and medium term planning

Manage resources

- Be responsible for the organisation, planning and evaluation of the school programs as relevant to your TLR area of responsibility
- Manage, monitor and accurately account for any budget for your area.
- Evaluate, organise and monitor the use of resources

Staff development

- Act as a reviewer for the appraisal of any identified staff
- Take a lead role in identifying group and/or individual training needs and provide support for colleagues within your area of responsibility promoting a whole school approach
- Act as a role model, mentor or consultant to colleagues as appropriate and encourage collaboration, co-operation and teamwork
- Ensure you keep up to date with current developments in your TLR area and disseminate information as appropriate

Specific Duties

- To deputise for the Headteacher in her absence
- To act as a lead role in the Senior Leadership Team

- To lead and manage teaching and learning (curriculum development) and assessment (formative & summative)
- To advise staff on the provision of and monitor an exciting, stimulating and creative curriculum for all.
- To be a Performance Management Team Leader for staff involved in pupil support, teachers and NQTs.
- To manage CPD for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources.
- To assist in the assessment and monitoring of progress of all pupils.
- To act as nominated deputy for safeguarding.

Note

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

The post holder must carry out their duties with full regard to the Academy’s Equal Opportunities Policy, Code of Conduct, Safeguarding Policy and all other policies adopted by the Academy.

The work of schools/academies changes and develops continuously which in turn requires staff to adapt and adjust. 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.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teachers will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

Signature of Post Holder: _____ **Date:** ____ / ____ / ____

Signature of Headteacher: _____ **Date:** ____ / ____ / ____