



## **ASSISTANT HEADTEACHER JOB DESCRIPTION**

**POST:** Assistant Headteacher

**GRADE:** L6 - 10

**ACCOUNTABLE TO:** Headteacher

The appointment is subject to the current conditions of employment of assistant headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011) and National Standards of Excellence for Headteachers (2020), and the school's Articles of Government.

### **MAIN PURPOSE:**

- To assist in the strategic leadership and management of the school.
- To be an active participant of the Senior Leadership Team
- To assist in the day to day organisation and management of the school.
- To lead on teaching and learning in school
- To carry out the duties of a Team Leader for a phase within Key Stage 2
- To carry out the duties of a subject leader for a core subject (English or Mathematics)
- To undertake the normal responsibilities of a class teacher and set an excellent example of teaching, organisation and classroom management.
- To assist with school curriculum development, implementation and monitoring.

*The assistant headteacher may undertake any professional duties of the headteacher reasonably delegated by the headteacher.*

## **Team Leader Duties and Responsibilities**

- To lead and manage a team within Key Stage 2 (upper or lower KS2)
- To set an excellent example of effective teaching and learning
- To provide an excellent example of high expectation of children's attainment
- To support colleagues in lower/upper KS2 to improve their own practice
- To develop good practice within the school by initiating ideas, encouraging others and working with the Headteacher and senior leaders to create a stimulating, learning environment in which ideas are freely exchanged and problems are shared
- To ensure that the lower/upper KS2 team follows all agreed school policies and procedures and bring any concerns to the Leadership Team Meetings
- To constantly seek and implement strategies which will bring about improvement in the school
- To manage assessment across lower/upper KS2 and to take responsibility for reporting assessment outcomes to the Assessment Lead.
- To support the process of target setting across lower/upper KS2.
- Lead phase assemblies as timetabled

## **Teaching and Learning**

- To lead on teaching and learning in school including delivering CPD
- Evaluate the impact of all improvement activities on the quality of teaching and learning.
- Provide the Headteacher and Governors with relevant information and reports
- Teach a class of children in KS2 (note: one afternoon per week SLT plus PPA non-contact).
- Lead a core subject (English/Mathematics)

## **Curriculum Development**

To assist in, and to lead when appropriate or when requested to:

- The development, organisation and implementation of the school's curriculum
- Establish a broad and balanced curriculum which inspires pupils to learn, provides rich curriculum opportunities and secures high standards.
- Work with senior leaders to develop school policies on curriculum, teaching and learning, assessment, marking and feedback
- Ensure that the learning and teaching provided by teaching teams across each key stage forms a co-ordinated, coherent curriculum entitlement for individuals
- Work with senior leaders to ensure that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents and to aid governors in their future management of the school
- Ensure that the individual pupil's continuity of learning and effective progression of achievement are provided for

- Develop and promote extra-curricular activities in accordance with the educational aims of the school

### **Strategic Leadership and direction**

- Have specific responsibilities for curriculum leadership.
- Contribute to:
  - Maintaining and developing the ethos, values and overall purposes of the school
  - Formulating the aims and objectives of the school and policies for their implementation
  - A development plan which will translate school aims and policies into actions
  - Monitoring and evaluating the performance of the school
  - Implementing the Authority's and the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - The efficient organisation, management and supervision of school routines
- Assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

### **Leading and Working with People**

- Identify own needs and demonstrate effective personal and professional development.
- Use target setting constructively to motivate and encourage staff and pupils.
- Act as a performance management reviewer / appraiser for teaching staff and teaching assistants in lower/upper KS2.
- Lead regular meetings to disseminate information and inspire improvement
- Communicate effectively with professional integrity within and beyond the school community.
- Provide a positive role model for teachers and pupils.
- Evaluate and report on the effectiveness of curriculum practice in the school, suggesting areas and issues for further improvement.
- Take action to build and maintain effective teamwork with high expectations of outcomes.

### **Effective deployment of staff and resources**

- Support the Headteacher in the deployment of staff within the phase and support those staff in their duties
- Ensure that the lower/upper KS2 areas of school are orderly, and displays are of a high quality

- Ensure that supply staff in the lower/upper KS2 team are clear about their roles – including teaching, timetables, rotas, support, etc.
- Ensure the effective use of teaching resources across the curriculum to support teaching and learning and to engage and inspire pupils.
- Promote a whole school environment which stimulates learning and enhances the appearance of the school.

### **Professional**

- Maintain broad and current knowledge of teaching and learning and disseminate this to other teachers.
- Disseminate examples of effective planning, teaching and assessment practice across the team.
- Observe colleagues teaching and provide evaluative feedback on the effectiveness of their teaching strategies, to bring about further improvement.
- To take accountability for management and organisational decisions as delegated by the Headteacher.
- To evaluate the impact of management and organisational decisions made and share this with the Headteacher.

### **Communication and Community Links**

- Fully support the life and work of the school
- Develop and maintain positive and effective relationships with parents, the local community and governors
- Develop and maintain links with advisors and support services and relevant agencies

The applicant will be required to safeguard and promote the welfare of children and young people. The assistant headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and to support the headteacher in holding all staff and volunteers accountable for their contribution to the safeguarding regulations.

*This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to assistant headteachers.*