**Assistant Headteacher in a**

**Church of England Primary School**

**Job Description**

**CORE PURPOSE OF THE POST**

The Assistant Head Teacher plays a key role in the leadership and management of Dalton St Michael’s Church of England Primary School.

The Assistant is accountable to the Headteacher and is required to support him in all aspects of internal organisation, professional and Christian leadership, management and operation of the school; in providing the strategic educational and Christian direction for the school and the creation of a productive, engaging learning environment for all pupils; and in promoting the welfare of all children through an organisational culture which is vigilant to, monitors and prioritises safeguarding.

**Main Duty:**

To carry out those duties listed in the current Teachers' Pay and Conditions document.

1.**Strategic Leadership**

 Working with the Head teacher:

 1.1 Creating a shared Christian vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.

 1.2 Working with individual staff and teams to translate the school’s Christian vision into agreed objectives and operational plans which will promote and sustain pupil progress, attainment and flourishing.

 2. **Education Excellence**

With the Head teacher and Deputy, the Assistant Head Teacher has a central responsibility for raising the quality of teaching and learning and for pupils’ achievement, setting high expectations and monitoring and evaluating learning outcomes.

**The Assistant Head will:**

 2.1 Be an outstanding classroom practitioner, an excellent role model to all staff and reflect a high level of professional teaching for pupils.

 2.2 Support subject leaders and class teachers in their work to establish a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their learning.

 2.3 Demonstrate and articulate high expectations for all.

 2.4 Instil a strong sense of ownership and accountability from staff for the impact their work has on pupils’ outcomes.

 2.5 Monitor, evaluate and review classroom practice and management improvement strategies.

 2.6 Analyse and interpret data to inform classroom practice across the school.

 2.7 Develop strong partnerships with parents/carers to support students’ achievement and personal development.

 2.8 Keep up to date with local and national initiatives and research options for

developments in educational excellence.

3. **Operational Management**

As a senior leader, the Assistant Head Teacher will ensure that the school, staff and resources are organised and managed to provide an efficient, effective and safe learning environment, especially in EYFS provision.

 **As directed by the Headteacher:**

 3.1 Produce with the SLT clear, evidence-based improvement plans and policies for the development of the school.

 3.2 Assist in strong systems with the smooth day-to-day running of teaching and learning, including, as required, timetable, rotas, supply cover etc.

 3.3 Promote extracurricular activities in accordance with the educational aims and ethos of the school.

4. **Staff Development**

The leadership of the school is responsible for building a professional learning community to enable all staff to achieve and flourish.

 4.1 Manage positive working relationships with all staff.

 4.2 Motivate and challenge all staff to maintain high expectations of professional

standards and behaviour.

 4.3 Make possible the distribution of leadership throughout our school by assisting colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

 4.4 Commit to his/her own professional development through appropriate CPD (eg NPQH, Christian Leadership Course …)

5. **Securing Accountability**

The Assistant Head will help to:

 5.1 Ensure that staff responsibilities are clearly defined and understood.

 5.2 Welcome strong governance and actively support local governance to understand its role and deliver internal and external accountability – in particular, its functions to hold the leadership to account for pupil performance and safeguarding.

6. **Safeguarding**

The Assistant Head will:

 6.1 Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding pupils and developing their exemplary behaviour in school and in the wider community.

 6.2 Ensure that the child protection and safeguarding policies and procedures adopted by the school and the governing body are fully implemented and followed by all staff.

 6.3 Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

7. **Equality**

The Assistant will work with the Head teacher to ensure that:

 7.1 The school reflects a vibrant and inclusive Christian ethos which actively values and promotes diversity, community cohesion, and supports pupils in their development as good friends, neighbours and citizens.

 7.2 Any discrimination is actively challenged and addressed.

8. **Christian Ethos**

 8.1 The Assistant Head will uphold, model and promote the distinctive Christian ethos of the school.

 8.2 The Assistant Head will encourage excellent relationships with the local church, the wider church and the Diocese of Liverpool

9. **Deputise**

The Assistant Head will take responsibility of the school in the absence of the Head.

10. **Other Duties**

 To undertake other reasonable duties at the request of the Head teacher