



Job Description for Assistant Headteacher

Job Title	Assistant Headteacher and Curriculum Lead
Salary / Grade	L2-L7
Core Purpose	<p>To support the Headteacher in providing professional and exceptional leadership at Euxton C.E. Primary school to achieve the very best outcomes for pupils. To work with the Headteacher to create, inspire and embody a distinctive Christian ethos and culture in this church school, embedding an unambiguous Christian vision that seeks to empower all stakeholders to experience 'life in all its fulness' (John 10:10).</p> <p>The assistant headteacher will have a teaching commitment of 0.8 in a KS2 class with 0.2 PPA and management release time.</p> <p>This role includes key responsibilities:</p> <ol style="list-style-type: none">1. To be inspirational, an outstanding role model and relentless in the pursuit of excellence.2. To communicate the school's Christian vision compellingly and support the headteacher's strategic leadership.3. To work with autonomy to lead and inspire others with the shared aim of being the very best we can be.4. To be an outstanding teacher responsible for producing excellent outcomes of the pupils you teach. You will have responsibility for your own class.5. To set very high standards and expectations for the personal development, well-being and safety of all pupils and staff.6. To work as a member of the Senior Leadership Team to provide support, guidance, supervision and challenge to all professionals, teaching and non-teaching personnel who work within the school including staff deployed to cover absent colleagues, in pursuit of high standards of learning, teaching, leadership, and management as defined through the school's aims and objectives.7. To play a significant role, under the direction of the Headteacher, in formulating the aims and objectives of School and ensuring their successful implementation.8. To assist with the leadership and management of all the staff and the general organisation of the school.9. To undertake responsibilities arising from the Headteacher's professional duties which have been reasonably delegated to the Assistant Headteacher.10. To help secure the commitment of parents and the wider community by contributing to, and supporting, school events and extra-curricular activities.11. To assist in ensuring that the provision of worship and Religious Education is consistent with the teachings of the Church of England and of a high quality.

General Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on expectations and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Be consistent and use fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and Key Stages by creating a stimulating environment for teaching and learning using a variety of methods which are appropriate to students' learning styles and the varying demands of curriculum
- Ensure high quality teaching of the school's engaging and enriching curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to teaching and learning
- Take responsibility for the effective implementation of our school curriculum by:
 - Ensuring the curriculum is effectively delivered
 - Review practice and seek ways to further develop and enhance the curriculum to meet the needs of the children
 - Work closely with subject leaders to monitor teaching and learning
 - Work as part of the Senior Leadership Team to develop and embed assessment practices in order to monitor the impact of the curriculum for all children
 - Effective analysis of pupil progress and attainment to inform decision making and curriculum planning

Additional and special educational needs and disabilities (SEND)

Under the direction of the headteacher, the assistant headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works in partnership with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement

Under the direction of the headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are aspirational, dynamic and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher, the assistant headteacher will:

- Set high expectations for all pupils and inspire and motivate staff and pupils to reach and maintain high standards
- Performance manage middle leaders, including carrying out appraisals and holding staff to account for their performance to ensure it is the very best it can be
- Manage staff well-being with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities and use these opportunities to inform their own and others' practice
- Keep up to date with developments in education
- Have the motivation and autonomy to seek training and continuing professional development opportunities to meet their own needs. To use these opportunities as a relentless drive for whole school improvement

Governance, accountability and working in partnership

Under the direction of the headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
- Work in partnership with parents and the community, keeping them informed and involved in pupils' learning

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 Headteacher