**Assistant Headteacher at**

**Spring Hill Primary School**

**Job Description**

**Main Duty:**

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

**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:**

* Be an outstanding classroom practitioner, an excellent role model to all staff and reflect a high level of professional teaching for pupils.
* 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.
* Demonstrate and articulate high expectations for all.
* Instil a strong sense of ownership and accountability from staff for the impact their work has on pupils’ outcomes.
* Monitor, evaluate and review classroom practice and management improvement strategies.
* Analyse and interpret data to inform classroom practice across the school.
* Develop strong partnerships with parents/carers to support students’ achievement and personal development.
* Keep up to date with local and national initiatives and research options for

developments in educational excellence.

**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.

**As directed by the Headteacher:**

* Produce with the SLT clear, evidence-based improvement plans and policies for the development of the school.
* Assist in strong systems with the smooth day-to-day running of teaching and learning, including, as required, timetable, rotas, supply cover etc.
* Promote extracurricular activities in accordance with the educational aims and ethos of the school.

**Staff Development**

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

* Manage positive working relationships with all staff.
* Motivate and challenge all staff to maintain high expectations of professional standards and behaviour.
* 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.
* Commit to his/her own professional development through appropriate CPD

**Securing Accountability**

The Assistant Head will help to:

* Ensure that staff responsibilities are clearly defined and understood.
* 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.

**Safeguarding**

The Assistant Head will:

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

**Equality**

The Assistant will work with the Senior Leadership Team to ensure that:

* The school reflects a vibrant and inclusive ethos which actively values and promotes diversity, community cohesion, and supports pupils in their development as good friends, neighbours and citizens.
* Any discrimination is actively challenged and addressed.

**Deputise**

The Assistant Head may take responsibility of the school in the absence of the Head and Deputy Head.

**Other Duties**

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