

Campton Lower School



JOB DESCRIPTION

Post title: **Assistant Headteacher**
Grade: Leadership 1-5
Responsible to: The Headteacher

PURPOSE OF POST

- To assist the Headteacher in promoting the highest standards of pupil achievement for all.
- To play a strategic role in the leadership and management of school improvement
- To set high expectations and promote high standards of pastoral, social and educational development across the school
- The full-time role is 0.5 class based (year group to be discussed)

LINE MANAGEMENT

The Assistant Headteacher will:

- Be responsible for the day to day management of all staff, including volunteers; assuring standards of work and interactions are at all times are appropriate and of a high quality.
- Be responsible for the performance/line management of the Midday Supervisors
- Assist the Headteacher with the performance management of class teachers and teaching assistants

ASSISTANT HEADTEACHER RESPONSIBILITIES

- The assistant headteacher will undertake all duties required of a qualified teacher identified in the School Teachers' Pay and Conditions Document and will undertake teaching as required.
- The assistant headteacher may be required to fulfil any of the following responsibilities:

Note:

As a member of the SLT you will:

- Take a lead role in ensuring the vision, aims, ethos and policies of the school are shared and active
- Be available before and after school to support Teachers, TAs, pupils and parents/carers
- Be a visible presence around the school in order to provide encouragement and support for staff and pupils.
- Lead assemblies and contribute to the supervision of pupils at lunchtimes
- Cover classes in the event of staff absence

Strategic Direction and Development of the School

- Support the Headteacher and Governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

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Leading Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Assist with the development and delivery of training and support for staff
- Assist the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Support the Headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations
- Ensure robust evaluation of school performance, progress data and actions to secure improvements
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school, as appropriate
- Where required, act as an induction co-ordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Work with the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Contribute to the day-to-day effective organisation and running of the school, including deputising for the short term and planned absence of the Headteacher
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Ensure thorough and effective Safeguarding and CP procedures are implemented throughout the school, reporting any concerns to the DSL immediately

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Strengthening community

- Assist the Headteacher in developing the policies and practice, which promote inclusion and equality
- Strengthen partnership and community working
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Identify families who require support/intervention work and work collaborate the Pastoral Lead to support them
- Promote positive relationships and work with colleagues in other schools and external agencies

Other Duties and Responsibilities:

- To ensure effective transition planning is in place for key points within the school
- Ensure events and/or displays reflect the Inclusive ethos of the school.
- Ensure personal professional development, being up-to-date in national and local developments, participating in whole school and individualised INSET and sharing with others.
- Any other duties as directed by the Headteacher.

CONTEXT

- All classroom teachers are role models to pupils within the school and at all times the values, vision and ethos of the school must be evident in their attitude and behaviour.
- In order to promote and achieve the school vision and purpose the teacher should meet the standards as per the National Professional Standards for Teachers in England, 2011.
- The Job-holder will ensure that Campton Lower School's policies are reflected in all aspects of his/her work, in particular those relating to; Safeguarding, Equal Opportunities, Health and Safety, General Data Protection Regulation (GDPR).
- This job profile needs to be read in conjunction with the generic job description for teachers.

SAFEGUARDING

All teaching staff are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible.

Because of the nature of this job, it will be necessary for the appropriate level of criminal disclosure whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

This job description will be reviewed annually and may be subject to modification and amendment after consultation with the postholder