

## **Newton-le-Willows Primary School**

### **Assistant Headteacher Job Description**

**Job Title:** Assistant Headteacher

**Grade:** Group ISR 7 – 11

**Responsible to:** The Headteacher and the Governing Body

#### **Purpose of the Job:**

To assist and when necessary deputise for the Headteacher/Deputy Headteacher in leading and managing the school effectively and efficiently, in order to provide the highest quality education possible for each child entrusted to our care within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

- Undertake the normal responsibilities of the class teacher and that of a Senior Leader in line with the National Standards of Excellence for Headteachers
- Play a major role under the overall direction of the Headteacher/Deputy Headteacher in formulating and reviewing the Mission Statement, School Improvement Plan, aims and objectives of the school day.
- Establishing policies through which they shall be achieved.
- Managing staff and resources to that end.
- Monitoring progress towards their achievement.

#### **Principal Responsibilities:**

The appointment is subject to the current conditions of the professional duties of Deputy Headteachers as set out in the current Teachers' Pay and Conditions Document. Taking responsibility for the professional duties of the Headteacher as set out in the current Teachers' Pay and Conditions Document in the absence of the Headteacher/Deputy Headteacher.

#### **The role of the Headteacher/Deputy Headteacher/Assistant Headteacher:**

Headteachers/deputy headteachers/assistant headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers/deputy headteachers/assistant headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievements in the nation's classrooms. Headteachers/deputy headteachers/assistant headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers/deputy headteachers/assistant headteachers, together with those responsible for governance, are guardians of the nation's schools.

#### **MAIN DUTIES**

##### **Qualities and Knowledge**

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

### **Pupils and Staff**

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.

### **Systems and Process**

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.

- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **The Self-Improving School System**

- Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.