

Robins Lane Primary School
Job Description: Assistant Headteacher



Post	Assistant Headteacher
Salary / Grade	Leadership Pay Scale (L1-L5)
Hours of work	FTE
Responsible to	Headteacher & Governing Body

This post is assist the Headteacher with the leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

Duties and Responsibilities

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

Work with the Headteacher and Deputy Headteacher in:

- 1.1 fulfilling the schools' mission statement and values;
- 1.2 formulating the educational aims, objectives and targets of the school and policies for their implementation;
- 1.3 ensuring and agreeing the production of the School Improvement Plan;
- 1.4 monitoring and evaluating the performance of the school and its achievements, responding and reporting to the Headteacher as required;
- 1.5 motivating staff and pupils through interest and encouragement;
- 1.6 implementing the Governing Body's policies on equal opportunities;
- 1.7 participating, to such an extent as may be appropriate, having regard to the Assistant Headteacher's other duties, in teaching pupils at the school;
- 1.8 assisting in the task of ensuring that management, finances, organisation and administration of the school support its vision and aims and are appropriate to the school's present and likely future resources.

2. TEACHING AND LEARNING

- 2.1 Work with the Headteacher in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:

- a) Follows the curriculum policy of the Governing Body and meets statutory requirements;
 - b) Is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;
 - c) Fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
- 2.2 Work with the Headteacher in developing means whereby:
- a) School policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - b) The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - c) Information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in fulfilling their responsibilities for the school;
 - d) There is continuity of learning and of progression for all pupils;
 - e) Challenging targets are set for pupil attainment leading to whole school improvement.
- 2.3 Work with the Headteacher in providing a curriculum for the spiritual, moral, social and cultural development of all pupils.
- 2.4 Work with the Headteacher in ensuring appropriate pastoral care and guidance for all.
- 2.5 Work with the Headteacher in determining appropriate pupil groupings.
- 2.6 Work with the Headteacher to determine and publicise the means for promoting:
- a) Pupils' self-discipline
 - b) Respect for self, others and authority;
 - c) Good behaviour on and off school premises in accordance with any written directions of the Headteacher.
- 2.7 Work with the Headteacher in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

3. LEADING AND MANAGING STAFF

To work with the Headteacher:

- 3.1 in reviewing and assessing the staffing structure of the school;
- 3.2 in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;
- 3.3 in deploying and managing all staff appointed to the school;
- 3.4 by promoting and developing good management practice, positive participation, effective communication and clear procedures;
- 3.5 by supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of Staff in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training;
- 3.6 in the implementation of staff development policies appropriate to school with regard to:

- a) the induction of new and newly qualified teachers and other staff;
 - b) the development of professional knowledge, skills and abilities including those necessary for career development;
 - c) the provision of professional advice, support and training;
 - d) the provision of references where relevant to career progression.
- 3.7 by maintaining positive and professional relationships with individuals and groups including staff unions and associations;
- 3.8 by demonstrating effective leadership through good professional practice;
- 3.9 by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

- 4.1 Work with the Headteacher to implement the policies and procedures of the Governing Body concerning the resource and premises management of the school.
- 4.2 Work with the Headteacher to allocate, control and account for those financial and material resources of the school.
- 4.3 Work with the Headteacher to ensure the security, maintenance and cleanliness of the school and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the headteacher.
- 4.4 Work with the Headteacher in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the school.
- 4.5 Work with the Headteacher to ensure that the external agencies and services contracted to the school operate efficiently and effectively.

5. ACCOUNTABILITY

- 5.1 In relation to the Governing Body:
- a) to advise and assist in the exercising of its functions when requested;
 - b) to attend meetings of and report to the Governing Body as required.
- 5.2 In relation to the community:
- Work with the Headteacher by:
- a) developing and maintaining positive relationships with the community;
 - b) ensuring that the school recognises and meets its responsibilities in the life of the local community;
 - c) developing links with local employers and other organisations for the benefit of the pupils and the school;
 - d) promoting a positive image of the school.
- 5.3 In relation to parents and those with parental responsibility:
- Work with the Headteacher in:
- a) building an effective partnership between the school and parents recognising them as the first educators of their children;
 - b) promoting understanding of the mission, aims and ethos of the school though provision of regular information to parents about:
 - the school curriculum;
 - the progress of their children;

- other matters relating to teaching methods and organisation;
- and opportunities for dialogue between parents and staff, and for their involvement in the wider life of the school.

5.4 In relation to the Local Education Authority, and as directed by the Headteacher, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the school.

5.5 In relation to other schools, colleges and educational bodies:

Work with the Headteacher:

- a) by promoting continuity of learning, progression of achievement and curriculum development;
- b) by arranging for effective transfer and induction of pupils;
- c) by maintaining effective liaison;
- d) by maintaining effective relationships with other schools;
- e) by providing training and work experience placements for school and college students as appropriate and in accordance with school policy.

6. SCHOOL SPECIFIC RESPONSIBILITIES

Initially, to take specific and direct responsibility for the following aspects of teaching and management:

- Curriculum lead
- Leadership of at least one subject

These responsibilities may change in line with the School Development Plan.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder(s) at the appropriate time.



**Aim High
Fly High**