

ST MARY & ST THOMAS' C.E. PRIMARY SCHOOL

JOB DESCRIPTION

ASSISTANT HEADTEACHER

<b>Salary Scale:</b>	<b>Leadership Scale 5-9 (based on experience)</b>
<b>Responsible to:</b>	<b>Headteacher Governing Body</b>
<b>Responsible for:</b>	<b>Leadership of KS2 Leadership of a curriculum team and a core subject Leading role in Schools Direct delivery Leadership of the School Council</b>

**Professional Duties:**

In addition to carrying out the professional duties of 0.6-0.8 teacher in Y6 as set out in the School Teachers' Pay and Conditions document in accordance with the:

- National Standards for Qualified Teachers
- National Curriculum
- School's aims, objectives, key priorities, core values and schemes of work
- Policies of the Governing Body.

The Assistant Headteacher of St Mary & St Thomas' C.E. Primary School shall:

- Assist the Headteacher in the management of the school, with particular emphasis on KS2
- Support the Headteacher in ensuring high standards, continuity and progression across the school.
- Undertake any professional duty of the Headteacher which may be delegated by the Headteacher
- In the absence of the Headteacher, undertake the professional duties of the Headteacher
- Work with the Headteacher in all aspects of school life and to act with them in leading the school towards its defined aims and objectives.
- Work with the Headteacher to implement the five key areas of Headship as described in the National Standards for Headteachers

**Shaping the Future**

The Assistant Headteacher shall support the Headteacher and Governing Body in determining the strategic direction and development of the school by:

- Leading by example, providing inspiration and motivation and articulating and actualising the vision, aims and core values of the school, or the benefit of all our children.
- Working with the Leadership Team and school community to create and implement the strategic plan for the school and ensuring that identified priorities and targets are achieved.
- Assist the Headteacher in creating the School. Provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, preparing them for the opportunities and experiences of adult life.
- Helping to ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets, which secure the educational success of the school.
- Ensuring that strategic planning takes account of the diversity, values and experience of the school and the community at large.

### **Leading Learning and Teaching**

The position of Assistant Headteacher is seen as a key role within the school. There will be an emphasis on working with and leading colleagues towards high quality teaching and assessment. This will be achieved through supporting the Leadership Team in:

- Creating and maintaining an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline;
- Determining, organising and implementing the curriculum and its assessment; monitoring and evaluating the curriculum in order to identify and to act on areas for improvement;
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils, including those with special educational needs, in order to set and meet challenging, realistic targets for improvement;
- Setting an example of good practice in your own teaching and demonstrating a high level of professionalism and sense of responsibility.
- Ensuring continuity and progression across the school (Foundation Stage - Key Stage 2)

This role requires a knowledge and understanding of L and T across the Primary age range but has direct responsibility for an assigned phase of KS2.

### **Developing Self and Working with Others**

The Assistant Headteacher will support the Leadership Team in leading, supporting, challenging and developing the staff by:

- Developing and maintaining a culture of high expectations for self and for others;
- Maximising the contribution of staff to improving the quality of education provided and standards achieved;
- Planning, allocating, supporting and evaluating work undertaken by teams and individuals and ensuring that there is clear delegation of tasks and devolution of responsibilities;
- Supporting the performance appraisal processes of the school;
- Motivating and enabling teachers to develop expertise in their respective roles through high quality continuing professional development;
- Supporting the induction of new colleagues;

- Supporting the development of Schools Direct & NQTs in the school;

### **Managing the Organisation**

The Assistant Headteacher shall work with the Leadership Team to:

- Recruit and retain staff of the highest quality;
- Ensure that staff are effectively deployed;
- Identify priorities for expenditure;
- Meet health and safety requirements;
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
- Manage Schools Direct for the Teaching School

### **Securing Accountability**

The Assistant Headteacher will support the Headteacher in accounting for the efficiency and effectiveness of the school by:

- Continuing to develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Providing information about teaching and learning, standards of achievement, efficiency etc., to the governing body;
- Presenting information to a range of audiences including OfSTED;
- Supporting the presentation of information to pupils and parents about the curriculum, attainment and progress and the school targets for improvement.

### **Strengthening Community**

The Assistant Headteacher will support the Headteacher to:

- Build a school culture and curriculum that takes account of the richness and diversity of the school's communities;
- Create and maintain effective partnerships with parents and other agencies to support and improve pupils' achievement and wellbeing;
- Welcome in to the school parents and members of the community to enhance and enrich the school and its value to the wider community;
- Promote positive strategies for challenging bullying and harassment of all kinds;
- Co-operate and work with relevant agencies to protect children.

**Key tasks will be negotiated on an annual basis and will be incorporated into the SIP. Appraisal targets and a timeframe for achievement will be negotiated at the beginning of each year.**

**This job description may be amended at any time after discussion with you, but in any case will be reviewed annually.**

**ST MARY & ST THOMAS' C.E. PRIMARY SCHOOL**  
**Person Specification – Assistant Headteacher**

The Governing Body of St Mary & St Thomas' C.E. Primary School is seeking to appoint an Assistant Headteacher with good interpersonal skills, personal presence and authority. The successful candidate will be an outstanding teacher who is creative and proactive, able to take the initiative in the strategic development of the school. S/he will be confident in a wide range of settings and with various groups of people, and will be highly supportive of the Christian dimension of our school, having personal warmth and a sense of humour. S/he will have the ability to remain calm under pressure, be highly resilient, and possess high levels of energy and commitment. The following qualities will constitute some of the main criteria for the interview.

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Achievements, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further professional development in preparation for senior management</li> </ul>
<b>Teaching and Management Experience</b>	<ul style="list-style-type: none"> <li>• At least four years' successful teaching experience in the primary age range</li> <li>• Proven track record of outstanding teaching with Y6 teaching experience</li> <li>• A minimum of two years in a middle management post</li> <li>• The ability to build and lead teams efficiently and effectively using skills of motivation, delegation and time management</li> <li>• Direct experience of developing, organising, implementing and evaluating an area of the curriculum in the primary age ranges</li> <li>• Experience of promoting positive relationships between staff, parents, governors and the community</li> </ul>	<ul style="list-style-type: none"> <li>• Experience across the full primary age range</li> <li>• Experience of whole school curriculum management</li> <li>• Experience of leading a core subject or aspect area</li> </ul>
<b>Job-related knowledge, aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Understanding of processes to raise standards and promote progress, including target setting</li> <li>• Ability to support and develop the school's procedures for monitoring and evaluating teaching and learning</li> <li>• Ability to promote and develop the school aims, objectives, core values and policies</li> <li>• A high level of professionalism and sense of responsibility</li> <li>• A clear understanding of managing the</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of strategic planning for school development</li> <li>• Experience of leading end of Key Stage 2 assessment</li> <li>• Understanding of the value of ICT to education and management</li> </ul>

	<p>curriculum for primary aged pupils</p> <ul style="list-style-type: none"> <li>• Evidence of developing management skills, e.g., leadership of a Key Stage, Performance Management Team Leader</li> <li>• The ability to set standards and provide a role model for pupils and other staff in Teaching and Learning across the school</li> <li>• Knowledge and understanding of good practice across the primary age range including the Foundation Stage</li> <li>• ICT literate</li> <li>• Understanding of Teaching Schools and the role it plays in supporting other schools and training teachers</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• An understanding of and commitment to equality of educational opportunity in the curriculum, and in pastoral care</li> <li>• An understanding of and commitment to promoting Equal Opportunities in staff recruitment and training</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Special Needs</li> <li>• Experience of working in a Church school</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal vision of excellence in primary education</li> <li>• Personal "presence" and confidence; sensitivity, flexibility and maturity of approach; enthusiasm and a sense of humour</li> <li>• The ability to prioritise own time, work under pressure and to deadlines with a sense of balance and perspective</li> <li>• A commitment to the Christian ethos of the school as a partnership of pupils, staff, governors, parents, Church and community</li> <li>• Excellent communication skills</li> <li>• Willingness to take part in the broader life of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Churches Together in Britain and Ireland</li> </ul>

**Please note:**

St Mary & St Thomas' C.E. Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

A criminal record check via the Disclosure & Barring Service will be undertaken on the successful applicant.