



## Job Description: Assistant Headteacher

**Job Title/Post:** Assistant Headteacher  
**Salary:** L1-L4  
**Responsible to:** The Headteacher, Director of Education and the CEO

### **Job Purpose: -**

To make strategic evaluations of teaching, learning, and personnel issues as a supportive and well-motivated team member.

To support the Trust in securing effective education for all pupils and the continuous improvement of teaching and learning in the Trust's schools.

Part 1: You are required to carry out the duties of a school teacher as set out in paragraphs 64 to 67 (inclusive) of the School Teachers' Pay and Conditions Document 2012 (hereafter called the Document).

Part 2: **Assistant Headteacher:** You are required to carry out such professional duties which form part of paragraph 60 of the document which the Headteacher/CEO may reasonably ask you to undertake.

In addition, you are required to undertake the following responsibilities, which may or may not be included in the above:

### **Teaching and Learning:**

1. Monitor and evaluate pupil achievement and attainment throughout the school(s).
2. Lead by example as a teacher and as a school leader, achieving high standards of pupil attainment, behaviour and motivation through effective learning.
3. Support subject leaders in the development and implementation of curricular initiatives.
4. To monitor and impact on the quality of teaching and learning, in line with the school/Trust policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work.
5. To review long term planning to ensure coverage, progression and a range of learning experiences throughout the school(s).
6. Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.



7. Co-ordinate and oversee the organisation of out of school learning activities.
8. Liaise closely with all staff to ensure continuity and progression across the age and ability range.
9. To monitor the standards of behaviour and achievement within their phase group. Set appropriate expectations for staff and pupils in relation to standards of pupils' achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.
10. Supporting staff to meet personal and professional targets.
11. Ensure staff share the aims of the school in promoting a high quality of learning in the classroom.

#### **Recording and Assessment:**

1. Update the Headteacher/, other senior managers and Local Governing Board and/or Trust Board on the effectiveness of provision for pupils throughout the school(s) to include an annual improvement plan.
2. Have input into the target setting process for raising achievement for pupils and feedback to the Headteacher/.
3. Monitor progress and ensure appropriate action plans are in place where issues are identified.
4. Ensure planning is effectively carried out and ensure individual needs are being met.

#### **Leadership:**

1. Support the Headteacher/ in providing a clear direction for the development of the school(s).
2. Contribute to establishing the core values of the leadership team and their practical expression.
3. Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's development plan.
4. Support the Headteacher/ and staff in the review, implementation, development and monitoring of whole school policies which promote the School's/Trust's values, aims and objectives.
5. Assume responsibility for the management of the School in the absence of the Headteacher/.
6. Establish good relationships, encourage good working practices and support and lead teachers.



7. Plan, organise and chair meetings as appropriate.
8. Support, motivate and direct support staff working within the school(s).
9. Liaise with teaching assistants and outside agencies.
10. Support the aims and promote the distinctive Christian nature of the school/Trust.
11. Liaise with the Governors, when appropriate, to facilitate their overview of school management.
12. Uphold the school's behaviour code and uniform regulations.
13. Organise and participate in staff training.
14. Participate in continuing Professional Development with particular reference to Assessment and Curriculum Development.

### **People and relationships:**

1. Sustain effective, positive relationships with all staff, pupils, parents, Governors/Directors and the local community.
2. Support Curriculum Co-ordinators within the context of school policies, in relation to working practices and relationships to be fostered with pupils, including those relating to behaviour, discipline and attitude.
3. Encouraging moral and spiritual growth and civic and social responsibility amongst pupils.
4. Managing innovation and change.
5. Working collaboratively.
6. Manage and develop effective working relationships with the Headteacher/ and senior leaders in the School.

### **Human and material resources and their development and deployment:**

1. Lead the professional development of all staff through example, coaching peer support and target setting.
2. Contribute to the audit of staff development and training needs and the provision of effective INSET.
3. Ensure support and training during the induction of new staff and for trainee teachers.
4. Support the establishment of priorities for expenditure across the whole school(s) and within departments.
5. Maintain effective and efficient management and organisation of the accommodation and resources of the School/Trust.



6. Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

#### **Other Duties and Responsibilities:**

1. Act as Deputy Designated Safeguarding Lead, supporting the head teacher to ensure that the policies and procedures adopted by the Governing Body/Trustees are fully implemented and followed by all staff.
2. Under the direction of the headteacher taking part in strategy discussions and other interagency meetings and contributing to the assessment of children.
3. Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices. Co-operate and work with relevant agencies to protect children.
4. Other duties that the Headteacher/ may from time to time ask the postholder to perform.

#### **Safeguarding:**

- Be the Deputy Designated Safeguarding Lead.
- St Bartholomew's CE Multi-Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment. Each applicant will be expected to undertake compliance checks including Enhanced DBS check, Prohibited list, Barred list and Qualifications.

**All employees must adhere to the Safeguarding and Child Protection Policy.**