St Hild’s College CE Aided Primary School 

**Assistant Headteacher - Job Description**

**Assistant Headteacher with Subject Leadership and/or Staff Management Responsibility**

**Scale Point – Leadership scale L 1 - 5**

This appointment is subject to the current conditions of employment of Assistant Head Teachers contained in the School Teachers’ Pay and Conditions Document, the Current Education Act, the required standards for Qualified Teacher Status, other current educational legislation and the school’s articles of government.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*.*

*This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.*

**As Assistant Headteacher,** you will be part of the Senior Leadership Team.

* Act in all matters normally dealt with by the Head Teacher/Deputy Headteacher in their absence, including disciplinary issues as they arise, taking assemblies and carrying out lunchtime supervision as necessary.
* Be aware of all the necessary procedures in the event of accident or emergency. Ensure implementation of relevant policies and procedures including health and safety and security.
* Have a Senior Leadership and Management Role and share responsibility for planning and developing school procedures, including school self-evaluation and review.
* Lead staff as line manager and act as a team leader for staff performance management. Act as coach and mentor as appropriate in order to develop the skills and knowledge of students and staff.
* Act in a professional manner when dealing with all pupils, parents, and colleagues in curriculum and pastoral matters; endeavour to maintain good staff morale throughout the school.
* Ensure a proactive approach to maintaining high levels of professionalism and furthering your professional development by keeping abreast of current developments, attending training, reading relevant publications and disseminating information to colleagues as appropriate.

The post holder, in addition to the requirements of all class teachers, will be required to undertake the following areas of responsibility and key tasks:

**A.** **Strategic direction and development of the school** - in co-operation with, and under the direction of, the Head Teacher (or Deputy Headteacher in the Headteacher’s absence) to:

* develop a wide knowledge and understanding of a strategic whole school perspective;
* support the vision, ethos and policies of the school and promote high levels of achievement;
* support the creation and implementation of the school improvement plan within the national and local context, and to take sole responsibility for appropriately delegated aspects of it;
* support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
* support the evaluation of the effectiveness of the school’s policies and developments with particular emphasis on the School Self Evaluation Form;
* ensure that parents/carers are well informed about the school curriculum, its targets, children’s attainment and their part in the process of improvement.

**B. Teaching and learning** - to:

* Lead a team as line manager to successfully ensure pupil progress;
* develop a classroom environment and teaching practice which secures effective learning across the breadth of the Foundation Stage Curriculum Guidance/National Curriculum/Creative Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
* take responsibility for the development and monitoring of a curriculum area(s) or whole school curriculum aspect(s), as agreed from time to time;
* take responsibility for the leadership of a core subject or phase within the school;
* support the Head Teacher in the monitoring of the quality of teaching and children’s achievement including the analysis of performance data;
* support the Head Teacher in developing links with parents/carers, other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children’s personal development.

**C. Leading and managing staff** - to:

* support the Head Teacher in developing positive working relationships with and between all staff and provide and sustain motivation;
* lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes;
* support the Head Teacher in the implementation of the school’s performance management policy.

**D. Effective deployment of staff and resources** - to:

* support the Head Teacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
* support the Head Teacher in the management and organisation of relevant groupings of children and through liaison with individuals as appropriate, in order to ensure effective teaching and learning takes place and that children’s personal development needs are met;
* work with the Head Teacher and governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.

**E. General** - to:

* take an active part in all aspects of school life;
* to be fully supportive of the Christian Ethos of the school and work to model the values which underpin it;
* provide information and advice to the Head Teacher and governing body and support proper accountability processes throughout the school;
* to promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities, racial equality and inclusion policies.
* ensure pupils are safeguarded at all times.
* to liaise with individuals and outside agencies as appropriate.
* take on any additional responsibilities which might, from time to time, be determined by the Head Teacher.

**F. Specific responsibilities** - to;

* take on specific tasks related to the day to day administration and organisation of the school as required;

**School specific responsibilities and tasks:**

* take on any additional responsibilities which might from time to time be determined.
* to carry out such other duties as may be reasonably allocated from time to time by the Head Teacher.

**Lead Curriculum area/s throughout the school in order to:**

* ensure that class teachers and subject leadersconsistently follow the curriculum as planned by the school, particularly with regards to the non-negotiables.
* assess and evaluate curriculum area/s, ensuring consistency across School
* monitor standards within curriculum area/s and give verbal and written feedback to staff and copy reports to Head Teacher as on the monitoring schedule.
* moderate standards in teacher’s practice, planning and work samples across year groups and classes and give verbal and written feedback and copy report to Head Teacher.
* monitor through regular observations, standards of teaching and learning to ensure the needs of all children are met: individual verbal and written feedback to staff and copy reports to Head Teacher.