

**Job Description: Assistant Headteacher**

Start Date:	1 <sup>st</sup> September 2024
Responsible to:	Headteacher
Location:	St Luke's CE Primary School
Salary:	L4-L8
Hours of work:	Full Time
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

**Main Purpose**

- To support the Headteacher in communicating the school's vision compellingly and supporting the Headteacher's strategic leadership;
- To contribute to ongoing self-evaluation and school improvement, supporting the raising of standards;
- Formulating the aims and objectives of the school;
- Establishing policies for achieving these aims and objectives;
- Monitoring progress towards the achievement of the school's aims and objectives.
- They may also be required to undertake any of the duties delegated from the Headteacher.

**Safeguarding**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, Enhanced DBS check and satisfactory references.*

**The Assistant Headteacher will:**

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct;
- Build positive and respectful relationships across the school community;
- Serve in the best interests of the school's pupils;
- Be able to support colleagues to provide the best education for the children of the school.

**Professional responsibilities and duties****Supporting School Improvement**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the Headteacher in the production of the School Improvement Plan;
- Take a lead on the implementation of some priorities within the School Improvement Plan, according to need;
- Contribute to the school's self-evaluation process, including devising and monitoring action plans and other policy development.

### **Leading Teaching, Learning and Curriculum**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Undertake research and keep up to date with developments in education to ensure quality first teaching remains a priority but is ever evolving, innovative and leads to strong outcomes;
- Taking an active and positive role in the development of curriculum attainment and progress within the school as a member of the leadership team;
- Opportunity to lead on a specific area of the curriculum and/or school improvement across the school;
- Establish and sustain high-quality teaching across subjects and phases, based on evidence;
- To model excellence in the classroom and be willing to mentor and coach colleagues;
- Line manage and monitor the role of subject and phase leaders and provide on-going subject development and support including access to professional networks and communities;
- Oversee the quality of teaching and learning across the key stage, in line with school policy. This may include lesson observations, monitoring of planning and scrutiny of children's work;
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum;
- Work successfully with other schools within Coastal Learning Partnership as well as other organisations;
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils;
- Use social media as a tool for promoting educational outcomes; achievement and school performance.
- Promote a culture and practices that enables all pupils to access the curriculum.

### **Performance Management**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account regarding their performance;
- Engage fully and positively with own appraisal process;
- Provide coaching and mentoring for colleagues in school to support the ongoing professional development of all staff;
- Help with the provision of training and support for all staff as required;
- Support the Headteacher and Local Governing Body in the selection and appointment of teaching and support staff.

### **Standards and Quality Assurance**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the aims and ethos of the school;
- Attend and participate in open/parent evenings;
- Secure high standards of behaviour modelled on Christian values, and create an inclusive Christian ethos which recognises differences and respects cultural diversity;
- To lead relevant Inset and staff training as directed;
- Participate in Continuing Professional Development;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Develop links with Governors, Diocese, LAs and neighbouring schools.

**Pupil Voice and Pupil Wellbeing**

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and implement whole-school systems for pupil wellbeing;
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team;
- Provide staff with training and support so they can play a part in enhancing pupils' personal development.

**Safeguarding**

- Undertake the role of Deputy Designated Senior Lead for Safeguarding and Child Protection;
- Promote and safeguard the welfare of children and young people within the school;
- Be familiar with and strictly follow the school's Child Protection procedures and policies.

**Collective Worship**

- Lead collective worship on a regular basis.

*Whilst every effort has been made to explain the main duties and responsibilities of the Assistant Headteacher role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification      Assistant Headteacher

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of, and commitment to, continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Child Protection Training Level 3</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Proven success as an outstanding primary school teacher.</li> <li>• Experience of leading the professional development of staff within the context of school improvement.</li> <li>• Experience in areas of school improvement and OFSTED</li> <li>• Experience of supporting children's wellbeing and enabling them to be ready to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Experience teaching and/or leading in Key Stage 2</li> <li>• Experience of personnel management</li> <li>• Significant experience in subject leadership and senior management.</li> <li>• Experience of managing substantial change across a subject area or whole school.</li> <li>• Evidence of recent training in whole school leadership and management.</li> </ul>
Practical Skills:	<ul style="list-style-type: none"> <li>• Ability to identify clear priorities and plan carefully to achieve objectives.</li> <li>• Experience of delegating, supporting and monitoring the work of others.</li> <li>• Confidence to make difficult decisions for the good of the school and the ability to manage the outcome strategically.</li> <li>• Knowledge of recent national strategies and the ability to implement them within the school context.</li> <li>• Good oral and written communication skills.</li> <li>• Good ICT skills.</li> <li>• Commitment to inclusion and parent/carers engagement.</li> <li>• Ability and knowledge to promote pastoral systems and safeguard the welfare of staff and pupils at the school.</li> <li>• Good organisational skills – able to prioritise workload to ensure deadlines are met.</li> </ul>	<ul style="list-style-type: none"> <li>• A thorough and excellent understanding of Teacher Appraisal.</li> <li>• Ability to use and manage data effectively towards outstanding school performance.</li> </ul>

Personal Qualities and Attributes	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills (pupils, staff, parents/carers).</li> <li>• Ability to enthuse and motivate colleagues.</li> <li>• Ability to work collaboratively.</li> <li>• Ability to communicate clearly and work effectively with all stakeholders.</li> <li>• Ability to work on own initiative, make decisions and solve problems.</li> <li>• Highly effective presentation and training delivery skills.</li> <li>• Ability to lead by example.</li> <li>• Ability to work effectively in partnership with the Headteacher and senior leadership team.</li> <li>• A good understanding of effective strategies for gaining and maintaining high standards of behaviour at whole school level.</li> <li>• Reliability and integrity shown in all areas of working.</li> <li>• Flexible, listens and is prepared to seek advice and support.</li> <li>• “Can do” / “no excuses” approach.</li> <li>• Ability to form and maintain excellent relationships with children which enhance their learning and emotional wellbeing.</li> <li>• Ability to work under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading and managing teams to raise standards.</li> </ul>
Other Factors	<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS Check</li> </ul>	

The post holder may be required to travel to other local sites, including other CLP schools.