



Job description

Assistant Headteacher

Salary: Leadership 3-7
Academy Site: Loddon Federation
Reporting to: Headteacher

Main purpose

To support the Headteacher in identifying the key priorities for school improvement, furthering the aims and objectives of the school through effective management and leadership of the academic life of the school and the oversight of curriculum, teaching and learning and pastoral care.

To be accountable and responsible for a phase(s) (EYFS/KS1/LKS2/UKS2) of the school as well as a National Curriculum subject area which may be a core subject.

To have accountability and responsibility, in close consultation with the Headteacher and wider Senior Leadership Team, for the highest standards of learning throughout the school, and having an active role in the development of the school.

Duties and responsibilities

Core Purpose and Accountability

- To play a major role under the direction of the Headteacher, as part of the Leadership Team in identifying the key priorities for improvement, formulating and implementing strategic actions plans, aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- In partnership with the Headteacher provide professional leadership and management of Teaching and Learning, Curriculum Design and Cultural Ethos of the Phase assigned to and other agreed areas
- To provide professional leadership and management of School Development plan priorities as agreed and delegated by the Headteacher
- Undertake the professional duties of Assistant Head reasonably delegated to you by the Headteacher

- To ensure that the School/Trust acts in accordance with Data Protection Requirements within the remit of the school
- To develop and sustain strong links with parents and the wider community, in order to sustain their involvement in the successful provision of education at the school

Teaching

- To carry out the duties of a class teacher, if required, in line with the Teacher Standards 2012. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers
- To facilitate and encourage learning which enables pupils to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children
- Alongside all staff of the school, to uphold the school's aims and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values
- Alongside all staff at the school, to be pro-actively involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school. The post-holder will be expected to lead areas/projects involving team working as directed by the Headteacher
- To play a lead role in the School Self Evaluation process as agreed or delegated by the Headteacher
- To undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, self-evaluation and peer review
- To act as coach/mentor/trainer for staff below Leadership team level in their personal development and in the cascade of good practice within and across the school
- To take a proactive and constructive part in delegated Trust-wide partnerships, project, meetings or other activities at senior leadership level

Performance Management

- To undertake annual appraisal of identified staff or groups of employees
- To proactively identify and pursue your own leadership and management development opportunities (to be agreed and arranged with the Headteacher who will give support throughout)

Key Areas

Qualities and knowledge

Support the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrating the vision and values of the school in everyday work and practice
- Motivating and working with others to create a shared culture and positive climate
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community
- Leading by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them

Pupils and Staff

Support the Headteacher to:

- Raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes in delegated areas of responsibility
- Design and implement a curriculum which is coherently planned and sequenced for all learners
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Hold staff to account for their professional conduct and practice

Systems and process

Support the Headteacher to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Uphold processes for managing the performance of staff, addressing any under-performance, supporting staff to improve and valuing excellent practice

The self-improving school system

Support the Headteacher to:

- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils
- Have a key responsibility in shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education

Specific Duties for Assistant Headteacher

- To provide professional leadership and management of a phase(s) (EYFS/KS1/LKS2/UKS2) of the school, a National Curriculum subject domain and a key area of school development plan, as determined on an annual needs basis, with the Headteacher
- To lead on the day to day management of the cultural ethos including pupil behaviour across the school
- To provide professional leadership and management of delegated areas of the school's curriculum
- To take an active role in the schools' leadership team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children
- To teach a class as determined by the schools needs under the instruction of the Headteacher
- To ensure that work with families has a strong focus within and across the school and to enable safe and planned access to learning within the community throughout the age range
- To coordinate daily cover across the school, working with the office team, teachers, Headteacher
- To work with the Headteacher in drawing up long term CPD plans linked to individual staff and whole school priorities, dealing with the day to day management linked to this
- To line management employees as per the structure of the school

Generic responsibilities of all Active Learning Trust employees

- To consistently uphold the Trust's Aims, Visions and Values.
- To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the academies and Trust.
- To work with children and young people within the framework of the academy in a courteous, positive, caring, and responsive manner.
- To take an active and positive role in the Trust's commitment to the development of staff and review procedures, undertaking training as required.
- To act in a professional way that is consistent with the values and expectations of the Trust.
- To be responsible for promoting and safeguarding the welfare of children and young persons.

The Active Learning Trust is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All adults working in our Trust in whatever capacity will be part of a thorough safer recruitment process. All appointments will be subject pre-employment checks including the taking of satisfactory references and enhanced criminal record clearance (via the Disclosure and Barring Service) in line with the need to create and maintain a safe culture.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next academic year. It will be reviewed, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Reports to Manager.