

## **JOB DESCRIPTION**

**Job Title : Assistant Headteacher (Responsibility for EYFS/KS1/LKS2/UKS2 class based or Core Standards Lead non-class based)**

**Location : Bankside Primary School and Children's Centre**

**Pay Range : L8-12**

### **PURPOSE OF THE JOB**

To play a major role under the direction of the Head teacher and as a member of the Senior Leadership Team (SLT), in formulating and upholding the 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. The role of AHT will be class based with dedicated leadership time for EYFS/KS1/LKS2 or UKS2 AHT, for Core Standards Lead AHT this will be non-class based with significant teaching time decided upon the needs of the school and its pupils.

### **Introduction:**

The Assistant Head teacher will have delegated responsibilities which are both phase and school-wide. This will be in addition to carrying out the professional duties of a teacher other than a Head teacher.

### **THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

### **LEADERSHIP AND MANAGEMENT**

The Assistant Head teacher is expected to contribute to a strategic view for the school and its community and to analyse and plan for its future needs and further development by:

- Providing an example of excellence as a leading classroom practitioner, inspiring and motivating other staff.
- Working within the SLT to sustain high expectations and excellent practice in teaching and learning throughout the school.
- Monitoring and evaluating the quality of teaching and standards of pupil's achievement and set targets for improvement.
- Leading a range of people in a variety of teaching and support roles in performance management and training development.
- Working with the SLT to lead, motivate, support, challenge and develop all staff to secure continual improvement including their own continual professional development.

- Contributing to the process of school self-evaluation and creation of the School Improvement Plan.
- Playing a full part in the planning and organisation of all school activities, functions and events; including an active involvement in the extra-curricular life of the school.
- Leading key stage/whole school assemblies.
- Organising and holding meetings when required with outside agencies.
- Contributing to the creation of a supportive ethos and stimulating school environment.
- Being responsible for the management and induction of new staff and mentoring trainee teachers and newly qualified teachers.
- Being accountable to the Head teacher.

## **LEADING TEACHING AND LEARNING**

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and standards improve.
- Promote the active involvement of pupils in their own learning.
- Contribute to target setting; including statutory procedures and targets for individuals and groups.
- Ensure that provision for all pupils through quality first teaching is of the highest possible standard through developmental support of all staff and through rigorous monitoring of standards (supporting and addressing gaps in practice through peer to peer support).
- Promote the use of new technologies to enhance and extend pupils' learning.
- Develop staff through coaching/mentoring to maximise impact on effective teaching and learning.
- Through liaison and guidance, work closely with curriculum leaders, SENDCo and EAL team to ensure the best learning opportunities for children.
- Implement strategies to promote high standards of behaviour.
- Develop and enhance a broad and rich curriculum which meets the needs of all pupils in the school.
- Monitor and evaluate standards in teaching and learning.
- Ensure there are consistently high standards between classes, year groups and across each key stage.
- Demonstrate a commitment to positive behaviour management.
- Exemplify and share best practice.

## **DEVELOPING AND MANAGING OTHERS**

- Set high expectations for your own performance and that of others.
- Engage in relevant continued professional development activity.
- Contribute to the development of collaborative approaches to learning within the school and beyond.
- Monitor the quality of teaching and colleagues' professional impact and report the evaluation to SLT.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Make a distinctive contribution to the wider school team and continued development of Bankside Primary School.

## **AREA/S OF RESPONSIBILITY**

- Manage the day to day activities of the delegated areas of responsibility to ensure the school operates in a highly effective and efficient manner.
- Develop action plans in specific areas of responsibility, in order to bring about improvements.
- Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities.
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.
- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Ensuring that the core skills across the key stage are maintained to a high standard.
- Lead phase team meetings.
- Lead workshops that engage families in their child's learning and provide a range of opportunities for families to be actively involved in school life and the wider curriculum.

### **Safeguarding**

- Ensure that the school's safeguarding policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their safeguarding related responsibilities effectively.
- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care and as the Deputy Designated Safeguarding Lead fulfil the statutory duties as defined in KCSIE 2023.

**Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Assistant Head's work programme will be negotiated and agreed at the beginning of the performance management cycle.**

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the Governors.

## **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in

their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

## **Assistant Headteacher** **PERSON SPECIFICATION**

### **Key:**

**App** – Application Form

**Ref** – Reference

**SP** – Selection process. This could include a range of exercises, including an interview.

| <b>Knowledge, Experience and Skills</b>                                                                                    |                             |                   |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------|
|                                                                                                                            | Essential<br>/<br>Desirable | How<br>identified |
| <b><i>Leadership and management</i></b>                                                                                    |                             |                   |
| Ability to build effective relationships with staff, parents, governors and other agencies                                 | E                           | App/SP            |
| Ability to line manage staff                                                                                               |                             |                   |
| Ability to use HR policies and procedures                                                                                  |                             |                   |
| Ability to make and implement difficult decisions                                                                          | E                           | App/SP            |
| <b><i>Shaping the future</i></b>                                                                                           |                             |                   |
| Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact | E                           | App/SP            |
| Works with and motivates teams and individuals to implement changes across the school                                      | E                           | App/SP            |
| <b><i>Leading Teaching and learning</i></b>                                                                                |                             |                   |
| Being an Excellent teacher – by national standards                                                                         | E                           | App/SP            |
| Knowledge of how to use data to monitor pupil progress                                                                     | E                           | App/SP            |
| Knowledge of assessment tools to monitor teaching and learning                                                             | E                           | App/SP            |
| Ability to identify effective interventions to ensure pupils maintain good progress                                        | E                           | App/SP            |
| Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback                 | E                           | App/SP            |
| <b><i>Developing self and working with others</i></b>                                                                      |                             |                   |
| Regularly reviews own practice and continually participates in quality CPD                                                 | E                           | App/SP            |
| Uses CPD to motivate, enthuse and develop staff                                                                            | E                           | App/SP            |
| Ability to plan and allocate work effectively                                                                              | E                           | App/SP            |
| Ability to coach and mentor staff                                                                                          | E                           | App/SP            |

|                                                                                                                                        |   |        |
|----------------------------------------------------------------------------------------------------------------------------------------|---|--------|
| <b>Managing the organisation</b>                                                                                                       |   |        |
| Implements changes to staffing structures                                                                                              | D | App/SP |
| Recruits, retains and manages a range of school staff                                                                                  | E | App/SP |
| Manages the school's environment in line with health and safety regulations                                                            | D | App/SP |
| <b>Securing accountability</b>                                                                                                         |   |        |
| Holds people to account for what they have agreed to deliver                                                                           | E | App/SP |
| Works effectively with the governing body to fulfil statutory duties                                                                   | D | App/SP |
| Provides performance data to parents, governors and school improvement officers                                                        | D | App/SP |
| <b>Strengthening the community</b>                                                                                                     |   |        |
| Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils | E | App/SP |
| Promotes the school                                                                                                                    | D | App/SP |
| Works with parents and carers to improve pupil achievement                                                                             | E | App/SP |
| <b>Safeguarding</b>                                                                                                                    |   |        |
| Is aware and able to manage effective safeguarding policies and procedures                                                             | E | App/SP |
| Ability to deal with sensitive issues in a supportive and effective manner                                                             | E | App/SP |
| <b>Qualifications and training</b>                                                                                                     |   |        |
| Qualified Teacher Status or other educational qualification                                                                            | E | App/SP |
| A degree or management qualification                                                                                                   | E | App/SP |
| NPQ – NPQML/NPQSL (or another NPQ leadership programme)                                                                                | D | App/SP |
| <b>Personal qualities and attributes</b>                                                                                               |   |        |
| Moral purpose (Equality, children and adults treated with respect)                                                                     |   | SP     |
| Excellent communicator (Listening, putting a message across)                                                                           |   | SP     |
| Child centred                                                                                                                          |   | SP     |
| Resilient                                                                                                                              |   | SP     |
| Integrity                                                                                                                              |   | SP     |
| Self motivated and able to motivate others                                                                                             |   | SP     |
| Enjoys challenge                                                                                                                       |   | SP     |
| Works to deadlines                                                                                                                     |   | SP     |
| Enthusiastic and optimistic                                                                                                            |   | SP     |
| Excellent problem solving/analytical skills                                                                                            |   | SP     |
| Self awareness, knowledge of strengths and limitations                                                                                 |   | SP     |