



Assistant Headteacher Job Description

Job details

Salary: L7-11

Contract type: full-time/ permanent

Reporting to: Headteacher

Responsible for: Year 5 and 6; Whole school Maths; CPD

Main purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership

- The day-to-day management of the school

- Formulating the aims and objectives of the school

- Establishing policies for achieving these aims and objectives

- Managing staff and resources to that end

- Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Duties and responsibilities

School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life

- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism

- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's SEMH and Behaviour policy

- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

Establish and sustain high-quality teaching across subjects and phases, based on evidence through consistent monitoring

Ensure the teaching of a broad, structured and coherent curriculum

Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities

Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Additional and special educational needs and/or disabilities (SEND)

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

Promote a culture and practices that allow all pupils to access the curriculum

Have ambitious expectations for all pupils with SEND

Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate

Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Be aware of educational barriers and ensure all relevant paperwork is completed for pupils with additional needs

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

Establish and oversee systems, processes and policies so the school can operate effectively and efficiently

Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of the duty of care

Ensure rigorous approaches to identifying, managing and mitigating risk

Ensure effective use of budgets and resources

Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context

Make sure school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

Performance-manage teachers, including carrying out appraisals and holding staff to account for their performance

Manage staff well, with due attention to workload

Ensure staff have access to appropriate, high-quality professional development opportunities

Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it

Keep up to date with developments in education

Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

Work with the governing board as appropriate and attend governor meetings

Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Work successfully with other schools and organisations

Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

The assistant headteacher will:

Lead on the whole-school maths including:

Tracking and analysing pupil performance data, paying particular attention to pupils who:

- Are eligible for the pupil premium
- Have SEN and/or a disability
- Speak English as an additional language (EAL)

Plan and implement interventions for pupils who aren't progressing sufficiently

Provide training and support for teachers and support staff on maths teaching and intervention

Monitor the teaching and learning of maths including observations of lessons and Maths Dictionary, book scrutiny, planning scrutiny and classroom display

Pastoral

The assistant headteacher will:

Implement whole-school systems for pupil wellbeing in year 5 and 6

Conduct pupil voice surveys to ensure pupils feel happy and safe in school

Monitor pupil attendance in year 5 and 6 and ensure it is continuously improving

Signed **Headteacher.....**

Date..... **Date.....**