

St Peter's Church of England Primary School  
Post of Assistant Headteacher – Job Description



<b>Job Title</b>	ASSISTANT HEADTEACHER
<b>Grade</b>	L3 – L7
<b>The primary purpose of the job</b>	To assist and support the Headteacher and Deputy Headteacher with the management and organisation of this Christian school in seeking to achieve the highest standards of pupil achievement and school efficiency.
<b>Responsible to</b>	The Headteacher and the Governing Body
<b>Principal Responsibilities</b>	The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the Schools Teachers' Pay and Conditions Document, the 2005 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current educational and employment legislation.

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

## MAIN DUTIES

### 1 Strategic Direction and Development of the School

- Reflect the school's aims, Christian ethos and Mission statement in all their work
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school.
- Actively support the Headteacher, Deputy Headteacher, Governors and staff in the promotion and achievement of the aims and objectives of the school.
- As a member of the Leadership Team to be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Improvement Plan.
- Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them.
- Being an active member of the school leadership team.
- Promote, support and develop exemplary classroom practice across a designated key stage.

### 2 Teaching and Learning

- To monitor the quality of teaching and learning and children's achievements across a designated key stage, including the analysis of performance data and feedback to Head & Deputy Headteacher.

- To undertake pupil progress meetings for the designated key stage and be accountable for children's progress.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Demonstrate outstanding teaching, to raise aspirations, enthuse staff and promote excellence

### **3 Leadership and Management**

- As a member of the Leadership Team be involved in the implementation of Performance Management of colleagues and integrate this into their professional development
- Plan and ensure minutes are made of key stage meetings & file in the appropriate Leadership file
- Monitor and evaluation of provision within key stage e.g. lesson observations, book scrutiny & pupil voice
- Participate where appropriate in the appointment, induction and development of teaching and support staff
- As a member of the Leadership Team share whole school responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of school life in order to promote good communication and high morale. Encourage the practice of working as a team
- Show commitment to the extra curricular activities of the school
- Assist the headteacher and deputy headteacher in maintaining and developing a positive and constructive partnership with parents and the local community

### **4 Managing and Deploying Resources**

- Be aware of and respond appropriately to any health and safety issues raised by members of the team
- Lead and coordinate a core curriculum area and an aspect of school improvement
- Lead school assemblies on a regular basis
- Assist the Headteacher and Deputy Headteacher in the co-ordination of the in-house Continued Professional Development programme
- Ensure that you remain up-to-date on developments and issues with regard to the management and curriculum of the primary school
- Take on additional responsibilities that might from time to time be determined by the Headteacher

St Peter's Church of England Primary School  
Post of Assistant Headteacher – Person Specification



MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<p><b>1. Skills and Knowledge</b></p> <p>To be committed to supporting and promoting St Peter's Christian ethos</p> <p>Experience of participating in a team approach to leadership, including the leading of change</p> <p>Knowledge and understanding of the principles and practice of primary education; curriculum management; the role of monitoring school effectiveness, the role of senior management team</p> <p>Participates and leads effectively in strategies to support staff development</p> <p>Creates a positive team spirit, delegating and negotiating when necessary, with sensitivity</p> <p>Clear sighted, determined and positive</p> <p>Well developed inter personal skills and a passion for learning</p> <p><b>Developing Self and Working with Others</b> <i>Is able to:</i></p> <p>Collaborate and network with others within and beyond the school</p> <p>Challenge, influence and motivate others to attain high goals</p> <p>Give and receive effective feedback and act to improve personal performance</p> <p>To demonstrate and encourage a curriculum which is enquiry based and child led</p> <p>Ensure pace, rigour and high expectations throughout the key stage</p> <p><b>Managing the Organisation</b> <i>Is able to:</i></p> <p>Establish and sustain appropriate structures and systems</p> <p>Delegate management tasks and monitor their implementation</p> <p>Prioritise, plan and organise themselves and others</p> <p>Think creatively to anticipate and solve problems</p>	<p>Letter of interest / Interview</p>

<p><b>Securing Accountability</b></p> <p><i>Is able to:</i></p> <p>Demonstrate a knowledge of present and future trends in education</p> <p>To support the Headteacher and Deputy Headteacher in managing the school community in the systematic and rigorous self-evaluation of the work of the school</p> <p>Support and embrace the Whole School vision whilst leading a dynamic key stage, sharing ideas and systems with the Senior Leadership Team before implementation</p> <p>Support the Headteacher and Deputy Headteacher in analysing data to understand the strengths and weaknesses of the school</p> <p>Combine the outcomes of regular school self-review with external evaluations in order to develop the school</p> <p><b>Strengthening Community</b></p> <p><i>Is able to:</i></p> <p>Recognise and take account of the richness and diversity of the school's communities.</p> <p>Build and maintain effective relationships with parents, carers, partners and the community, to enhance the education of all pupils</p>	<p>Letter of interest / Interview</p>
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<b>2. Experience/Qualifications/Training etc</b>	
<p>Recognised teaching qualification</p> <p>Experience of being in a position of responsibility for an area of leadership in school (TLR etc)</p> <p>Evidence of experience and knowledge of teaching and learning across the key stages in a primary school</p> <p>Evidence of continuing professional development after initial qualification</p>	<p>Letter of interest</p>

<b>3. Letter of interest</b>
<p>The letter should be fully completed and free from error. The letter should be clear and concise and related to the person specification.</p>

<b>4. Developing Self and Others</b>	
<p>Coach and mentor others.</p> <p>Be willing to share learning and encourage others to do the same</p> <p>Listen to others and respond to their needs</p> <p>Apply a range of development activities to develop and train staff</p> <p>Strives for improvement and take responsibility for own development</p> <p>Be self-confident and lead by example</p>	<p>Letter of interest/Interview</p>