

ASSISTANT HEADTEACHER (CURRICULUM) JOB DESCRIPTION

L2-L7

The assistant headteacher will support the 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 the achievement of the school’s aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of 40% complying with the Teachers’ Standards and modelling best practice for others.

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

# Qualities

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 a successful coach and mentor to others
* Have a nurturing personality

# Duties and responsibilities

School culture and behaviour

Under the direction of the 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 behaviour policy

Teaching, curriculum and assessment

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

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Support and develop curriculum leadership, including subject leadership 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
* Utilise assessment data to produce meaningful analysis of progress and attainment across the school

Additional and special educational needs and disabilities

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

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* 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](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

Organisational management and school improvement

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

* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of 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 these school improvement strategies are effectively implemented

Staff management and professional development

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

* Performance manage teachers, including carrying out appraisals and holding staff to account to their performance
* Manage staff well with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* 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, the assistant headteacher will:

* Work with the governing body as appropriate
* Ensure 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

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 that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS AND TRAINING** | Qualified teacher status Degree Professional development in preparation for a leadership roleCommitment to continuous professional development | Evidence of further educational studies/ training/ qualifications relevant to teaching the National Curriculum and inspiring all pupilsRecent relevant in-service training. | Application Form.Interview.References. |
| **EXPERIENCE** | Successful teaching experience within the primary age range.Experience of teaching in KS2Experience of subject leadershipExperience of continually adapting reflecting on and improving teaching practice to increase pupil engagement, achievement and attainment.Experience of continually adapting teaching and learning in the classroom to respond to pupil needs.Experience of excellent standards in core subjects from primary aged pupils.Leadership and management experience in a school Experience of leading a team effectively in a schoolInvolvement in school self-evaluation and development planningDemonstrable experience of successful line management and staff developmentDemonstrable experience of curriculum development/leadershipAssessment monitoring and analysis  | Experience in co-ordination of a curriculum initiativeExperience of teaching in a C.E. primary schoolDSL trainedExperience of appraisal | Application Form.Interview.References. |
| **SPECIAL KNOWLEDGE** | Up to date knowledge of the Primary National Curriculum. Competent ICT skills including IWB skills.Ability to use assessment results and target setting procedures to inform teaching and learning.Knowledge of effective strategies to support pupils with SEND.Knowledge and understanding of safeguarding procedures and legislation.Understanding of high-quality teaching, and the ability to model this for others and support others to improveEffective communication and interpersonal skillsAbility to communicate a vision and inspire othersAbility to build effective working relationshipsCurriculum knowledge and understandingKnowledge and understanding of the principles of equal opportunities.  | Understanding and experience of the assessment systems and processes at the end of EYFS, KS1 and KS2. Practical experience of working with SEND children.Relevant knowledge and understanding of RE curriculum in a CE Primary School.Understanding of school finances | Application Form.Interview.References. |
| **PERSONAL CIRCUMSTANCES** | Have experience and understanding of the Christian faith and an active desire to promote the Christian ethos of the school.Flexibility to attend meetings/training out of school hours as negotiated. Legally entitled to work in the U.K.(Immigration, Asylum and Nationality Act).An enhanced ‘Disclosure and Barring Service’ check clearance. Will not require time off during term time (save for illness or emergency).  | Have experience of active involvement in church life.Ability to support our extended curriculum e.g. MFL, music or competitive sport skills. | Documents confirming right to work in the U.K. Interview.References |
| **SKILLS, ABILITIES AND ATTRIBUTES** | Enthusiastic and positive.Committed to continuing professional development.Ability to lead and model good practice for others.Excellent communication and inter-personal skills.Commitment to collaboration and teamwork.Excellent time management and organisation skills.Effective and systematic behaviour management.Motivated and able to demonstrate initiative.Expecting and facilitating all children to reach their potential irrespective of social background.Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.Ability to organise, attend and lead educational visits.Able to keep accurate records.Good standard of written and spoken English.A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. | To have a creative and flexible approach towards working. | Application Form.Interview.References. |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: April 2023

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_