**Fagley Primary School**



**Aspire, Believe, Achieve**

At Fagley Primary School, we strive to provide our children with a bespoke enriched curriculum to ensure they can be successful in whatever they aspire to do.  We encourage everybody to believe in themselves and welcome new challenges so they can achieve in life, now and in the future.

With me in mind, Fagley is a place where there are no limits on learning!

**Job Description**

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| **Job Title:** Assistant Headteacher Year 6 Teacher  | **Full Time: Permanent**  |
| **Work Location**: Fagley Primary School | **Salary Range**: L4 – L7  |
| **Reports To:** Co-Headteachers | **Areas of responsibility:** Year 6, English and Inclusion |

# Main purpose

The Assistant Headteacher will support the Co-Headteachers in:

* Communicating the school’s vision compellingly and supporting the Co-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 of Year 6 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 Co-Headteachers.

# 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

# Duties and responsibilities

School culture, Inclusion and behaviour

Under the direction of the Co-Headteacher’s, 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
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
* Lead and manage the inclusion team

Teaching, curriculum and assessment

Under the direction of the Co-Headteacher’s, 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
* 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
* Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
* Lead and manage the English Curriculum

Additional and special educational needs and disabilities (SEND)

Under the direction of the Co-Headteacher’s, the Assistant Headteacher will:

* Promote a culture and practices that allow 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 Co-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 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 Co-Headteacher’s, the Assistant Headteacher will:

* Performance-manage middle leaders and the Inclusion Team, 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-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 Co-Headteacher, the Assistant Headteacher will:

* Work with the governing board as appropriate
* 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

Inclusion

The Assistant Headteacher will:

* Establish and implement whole-school systems for pupil wellbeing
* Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)
* Provide staff with training and support so they can play a part in enhancing pupils’ personal development
* Promote and evaluate the effectiveness of the school’s behaviour policy and strategies
* Monitor pupil attendance and ensure it is continuously improving
* Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

The postholder will be required to undertake any other professional duties as required by the Co-Headteachers.