|  |
| --- |
| **Ingrow and Long Lee Federation**  |
| **Assistant Headteacher**  |
| Leadership Scale 4 – 7 |
| Location – based at Ingrow Primary School |
| **Job Purpose**This job description outlines the main duties and level of responsibility of the post. It is not a comprehensive or exclusive list and it cannot anticipate future service demands. There is a clear expectation of the post holder that they will make a positive contribution to enhancing and adapting provision.Job descriptions will be reviewed, in consultation with the post holder, at least annually or whenever there may be a significant change to the role of the job holder.Assistant Headteachers are also class teachers and as such are required to meet the requirements of the school teachers pay and conditions document.Main PurposeThe Assistant Headteacher works in partnership with the Headteacher, SLT team and Governing Body to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community as well as raises standards of attainment and progress. In the absence of the Headteacher the nominated Assistant Headteacher will take the lead role in the school and act on her behalf.The Assistant Headteacher will be responsible for teaching nominated classes of pupils and for sharing the leadership across the school in all aspects of the management, development and monitoring of pupil performance in line with the requirements of the School Teachers Pay & Conditions Document and the school’s policies, under the overall direction of the Headteacher and Headteacher. They will have a range of strategic and operational responsibilities in order to meet the targets identified below and secure the continued improvement of Teaching and Learning. In addition, they will be expected to fulfil the wider role of a member of the Leadership Team and undertake any reasonable directions that may be given by the Headteacher. |
| **Shaping the Future** |
| To work in partnership with the Headteacher and when nominated act upon their behalf to:1. Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all. Work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement
2. Demonstrate the school’s vision and values in everyday work and practice
3. Motivate and work with others to create a shared culture and positive climate
4. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
5. Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large
 |
| **Leading Learning and Teaching** |
| To work in partnership with the Headteacher and when nominated act on their behalf to: -1. Ensure a consistent and continuous school wide focus on pupils’ achievement, using data and benchmarks to monitor progress in children’s learning
2. Ensure that learning is at the centre of strategic planning and resource management
3. Establish creative, responsive and effective approaches to learning, teaching and assessment
4. Develop a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
5. Demonstrate and articulate high expectations and set stretching targets for provision within the whole school community.
6. Implement strategies which secure high standards of behaviour and attendance
7. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
8. Monitor, evaluate and review classroom practice and promote improvement strategies
9. Challenge underperformance at all levels and ensure corrective action and follow up
10. Play a key strategic and operational role to secure outstanding teaching and learning of outcomes for all students.
 |
| **Developing Self and Working with Others** |
| To work in partnership with the Headteacher and when nominated act on their behalf to:* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
* Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
* Regularly review own practice, sets personal targets and takes responsibility for own personal development
* Manages own workload and that of others to allow appropriate work/life balance
 |
| **Managing the Organisation** |
| To work in partnership with the Headteacher and Deputy Headteacher and when nominated act on their behalf to:* Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
* Be a part of the recruitment of staff and help others to manage their workload to achieve the vision and goals of the school
* Implement successful performance management processes with nominated staff
* Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
 |
| **Securing Accountability** |
| * Fulfil commitments arising from contractual accountability to the Governing Body
* Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers
* Reflect upon personal contribution to the school achievements and take account of feedback from others
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams and maintain a culture of high expectations for self and for others and take appropriate action when performance is less than good.
 |
| **Strengthening Community** |
| 1. Build a school culture and curriculum which takes account of the richness and diversity of the school’s communities
2. Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
3. Ensure that learning experiences are linked into and integrated with the wider community
4. Ensure a range of community-based learning experiences
5. Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well being of pupils and their families
6. Create and maintain an effective partnership with parents and carers to support and improve pupil’s achievement and personal development
7. Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community
8. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives
9. Co-operate and work with other agencies to protect children. Be a named member of staff for Child Protection
 |
| **Safeguarding and Promoting the Welfare of Children** |
| * Maintain substantial knowledge and effective experiences of safeguarding issues.
* With the Headteacher, governors and Federation business manager ensure a safe and supportive school culture.
* With the Headteacher ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.
* With the Headteacher develop and introduce policies and practices that minimise opportunities for abuse and ensure its prompt reporting.
 |
| **General Duties** |
| * Contribute to the development, implementation and review of the school development Plan (SDP)
* Lead and be accountable for identified Key Performance Indicators linked to the Ofsted Framework.
* To undertake additional duties and responsibilities in line with expectations of a member of the Leadership Team e.g., duties/assemblies etc
* To work in accordance with 1988 Education Act, more recent legislation with particular reference to Health and Safety requirements and DfES guidance, LEA Policy and advice
* To supervise and monitor learners’ behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support
* To be responsible in the absence of the Headteacher for Fire Drill and evacuation procedures and school medical routines and responsibilities
* To ensure that records and reports of all accidents to children, staff and visitors are professionally dealt with and shared on a need-to-know basis with staff and after consultation with parents when appropriate
* To accompany a staff member and injured child, who requires urgent medical attention (if necessary)
* To liaise and maintain good relationships with parents, relatives, guardians or carers and to offer help and support as required
* To be a School Designated Child Protection Officer for vulnerable children and Looked After Children and have oversight of the school designated child protection officers if required
* To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your own Professional Portfolio, in line with the Policies and Code of Practice for the School with regard to Performance Management, Recruitment and retention of staff, Staff Discipline and Pay
* It is expected that the Assistant Headteachers will, within reason, respond to unforeseen circumstances and emergencies in each school should they arise, and work together where possible to resolve the issue
* A job description can never be fully descriptive of unforeseen changes or circumstances

This job description is not a comprehensive definition of the post. Discussions will take place on appointment and regularly thereafter to clarify distinct individual responsibilities with the school frame work and character of the individual post.  |

**Review of the Job Description**

This job description will be reviewed annually and may be subject to modifications or amendment after consultation with the post holder.

**Assistant Headteacher Responsibilities to be agreed from this proposed list:**

Data/Assessment for all pupils, Assessment for learning, Pupil voice, Computing, Home-School liaison, Parent Partnership, Pupil Mentor, Curriculum Development and Management, Positive Behaviour, Personal Development and Community Links.

Signed ………………………………………. (Headteacher) date …………………………….

I acknowledge that I have seen and received a copy of the above job description.

Signed ………………………………………. (Member of Staff) date …………………………….