



**CATALYST**

**Aveley Primary**

## **Aveley Primary School**

### **Job Description: Assistant Headteacher**

**Reports to:** Headteacher /Deputy Headteacher

**Salary:** Leadership Spine 1-7 £53,197 - £61,582

#### **The Role**

These responsibilities listed here are in addition to those outlined for a class teacher.

The exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for promotion.

The Assistant Headteacher will lead on Teaching and Learning for a specific Key Stage in the school. This will involve supporting and monitoring planning, leading on behaviour policies, developing teaching and learning and monitoring outcomes across the key stage.

As a member of the senior leadership team, the Assistant Headteacher will also be involved in the overall leadership and management of the school and will help to establish a school culture, consistent across the whole school, that is both nurturing and rigorous.

#### **Key Responsibilities**

- To take an active lead on assessment through diagnosing and implementing effective strategies for raising the attainment of students across the school
- To lead or have an oversight of a core curriculum area across the school.
- To support colleagues in their key stage in their work for the development and improvement of the school
- Alongside the Headteacher, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.
- Model excellent practice in the classroom.

#### **Safeguarding**

Fulfil personal responsibilities and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services
- Operating clear whistleblowing procedures
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding in the absence of the Headteacher and Deputy Headteacher
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

## **Outcomes and Activities**

### **Leadership and Management**

- To share responsibility for the management of the school and the day-to-day running of the school
- To contribute to the review and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment, implementation and review
- To actively promote the school and liaise with outside agencies as necessary, representing the Headteacher and Aveley Primary School as appropriate
- To contribute to discussions and decisions at Leadership Team meetings
- To communicate and consult with staff, students, parents and members of the local community as necessary

### **School Ethos and Culture**

- Ensure that the highest standards of behaviour and site use are upheld in the key stage and across the school
- To participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.

### **Teaching and Learning**

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- To support the development of staff through mentoring Early Career Teachers (ECTs) and students
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at Age Related Expectation (ARE) or, if well below level, make significant and continuing progress towards achieving ARE by the end of the key stage
- To be able to model outstanding practice in terms of classroom teaching, preparation, marking and assessment.

### **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Headteacher.

## Person specification – Assistant Headteacher

Criteria	Qualities
<ul style="list-style-type: none"> <li>• <b>Qualifications</b></li> </ul>	<ul style="list-style-type: none"> <li>• Qualified teacher</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Experience</b></li> </ul>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience – minimum 5 years</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience of contributing to staff development</li> <li>• Understanding of the DSL role</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Skills and knowledge</b></li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Personal qualities</b></li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Support the whole school ethos of high expectations in all areas of school life.</li> <li>• This role is subject to an enhanced criminal records check</li> </ul>