



## Hardwick Community Primary School Job Description Assistant Headteacher

**Status of post:** Senior post within the school's staffing structure which carries with it membership of the SLT.

**Job Purpose:** To support the Co-Headteachers' overall leadership, development and management of all pupils across both sites.

To have responsibility for leading and managing the day-to-day operation of the Blue School site in the absence of either of the Co-Headteachers.

To have a class teacher responsibility and to be a leading professional, actively promoting effective teaching and learning practices across the school.

To take a leading role in the monitoring of teaching and learning and the evaluation of standards across the school.

To interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's well-established vision and values.

The post will require you to work in partnership with the Co-Headteachers, governors and staff to ensure the continuous improvement of the school over both sites.

**Reporting:** The post holder is responsible and accountable to the Co-Headteachers in all matters

### **Main Expectations of the role**

#### **1. Shaping the Future**

Support the Co-Headteachers and governors in promoting and developing a vision for the future of the school, particularly with respect to the school's expansion; demonstrating inspirational leadership and creativity.

Play a significant role in the school self-evaluation cycle, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.

Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account.

#### **2. Leading Learning and Teaching**

Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which the school aspires.

Actively include pupils to further enhance their learning opportunities and personal development.

Implement strategies to promote high standards of behaviour.

Seek to enhance the broad and rich curriculum which meets the needs of the range of pupils in the school.

Share responsibility with the Co-Headteachers for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.

Oversee the development of effective timetabling, which meets and responds to the needs of pupils within the statutory frameworks and the resources available.

Coach and develop staff to maximise impact on effective teaching and learning.

Through liaison and guidance, work closely with staff to ensure the best learning opportunities for children.

Support the target setting process.

Monitor and evaluate outcomes achieved from classroom practice.

#### **3. Developing self and managing others**

Maintain, support and implement the school ethos, in which every individual is treated with dignity and respect

Promote safeguarding to ensure the welfare of children and young people is paramount.

Make a distinctive contribution to the wider school team and the continued development of the school.

Contribute to the development of collaborative approaches to learning within the school and Network 11.

Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the Co-Headteachers.

Lead, manage and organise meetings as appropriate in support of the school's aims.

Set high expectations for personal performance and that of others.

Engage in relevant professional development activity as necessary.

#### **4. Managing the organisation**

Manage the day to day activities of the delegated areas of responsibility (Blue School site) to ensure the school meets statutory requirements in a highly effective and efficient manner.

Develop action plans in specified areas of responsibility, in order to bring about improvements.

Ensure that equal opportunities for pupils and staff are effectively promoted.

#### **5. Securing Accountability**

Work alongside the Co-Headteachers to secure improvement through Performance Management; take responsibility for the performance management of identified staff.

To work alongside the Co-Headteachers using a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement an appropriate curriculum and intervention programmes and identify priorities for the school development plan.

Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

#### **6. Strengthening Community**

Promote and model excellent relationships with parents, which are based on strong partnerships, to support and improve pupils' achievement, involving parents as true partners in the education of their children.

Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.

Contribute to policies and practices which promote equality of opportunity and tackle prejudice.

Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.