



Christ Church C of E Primary School

Assistant Headteacher

Job Description

Statement of Christ Church C of E Primary School Assistant Headteacher Role:

1. Work with the School Governors, Headteacher and Trust to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within local, national and international context.
2. Demonstrate high standards of personal integrity, loyalty, discretion and professionalism.
3. Communicate the school's vision compellingly and support the Headteacher's strategic leadership
4. Provide an example of excellence as a leading classroom practitioner and an inspiration and motivator for other staff.
5. Promote a positive culture in accordance with the school ethos and mission and at all times provide an example of excellent professional conduct
6. Support the Headteacher in the day-to-day management of the school
7. To carry out the duties of a school teacher as set out in the Schoolteachers' Pay and Conditions Document.

The Assistant Headteacher will also have a timetabled teaching commitment of 40 - 50%, 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 Headteacher.

JOB DESCRIPTION

- Role model the ethos and core values of our Anglican school; upholding public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct, building positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- The appointment is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation.
- To carry out the duties of the Assistant Headteacher as set out in the School teacher's Pay & Conditions Document

This job description may be amended at any time following discussion, and will be reviewed annually.

ASSISTANT HEADTEACHER AREAS OF RESPONSIBILITY AND KEY TASKS

A 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 and are enabled to flourish
- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and commitment to the school's Christian ethos
- 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
- Develop co-operation and resilience activities across the school to extend a growth mindset, 'can do' belief
- Promote a culture and practices that allow all pupils to access the curriculum
- Collaborate with Church and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Seek opportunities to invite parents/carers, members of the Church family, community, business or other organisations into the school to enhance and enrich the school and its value to the wider community

B Management of the Organisation and School Improvement

To support the Headteacher on a day-to-day basis to:

- Operate at all times within the stated policies and practices of the school as approved by the Governors and Trust.
- Contribute to a strategic view for the school in its' community and analyse and plan for future needs and further development within local, national and international context
- Keep abreast of educational developments and lead staff development / changes in practice and policy in response
- Write annual action and development plans linked to areas of responsibility, monitor and evaluate and use to identify future priorities
- Undertake the professional duties of the Headteacher during short term absence

- Be fully aware of the principles of safeguarding and ensure the safeguarding policy is effective throughout school, sharing responsibility for safeguarding workload; developing the knowledge and skills required to act as deputy lead safeguarding professional.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#)
- Work in partnership with parents and with outside agencies for the needs of children and provide support and adaptation where appropriate
- Share responsibility for collective worship and church links, contributing to the faith life of the school, wider community and parish by leading faith activities and organising events linked to the liturgical calendar of the church.
- Support the development of extra-curricular activities and an extended school day
- Support the Head teacher in the appointment, deployment and development of staff to make effective use of their skills, expertise and experience, ensuring that all staff have a clear understanding of their roles and responsibilities.
- Support the Head teacher in developing positive working relationships with and between all staff; provide and sustain motivation.
- Take responsibility for liaising with finance staff to arrange short term cover and provide effective liaison between school and supply companies, understanding the impact upon both budget and school organisations
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the organisation and administration of the school
- Be responsible for timetabling, rotas and day to day communication etc.

C Teaching, Curriculum and Assessment

- Research, produce and present reports responding to National development and initiatives; informing school governors and staff of progress and development
- Collate data from all year groups and work with the Headteacher to analyse, report and take action
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Monitor curriculum coverage to ensure the teaching of an evidence based broad, structured and coherent curriculum with consistent progression of standards across the school
- Ensure the teaching of RE is regarded as a core subject in line with the expectations of a faith school
- Work with other schools to share best practice and cascade initiatives to staff
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Support curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities

D Development of Self and Others

- Demonstrate the values necessary to be a leader in our Church of England school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Be a positive support to teachers who are experiencing difficulties
- Participate in teacher training and mentoring of ITT, ECT and student teachers
- Take responsibility for own actions and consequences and make decisions in the absence of the Headteacher
- Manage staff consistently and equitably with due attention to workload
- To take responsibility for appraisal, contributing to target setting and holding staff to account for their performance
- Communicate effectively with parents, governors and outside agencies
- Attend and lead meetings as and when required and report back to staff and governors as necessary
- Take responsibility for their own professional development and duties, reflecting on practice, participation in peer coaching, training and support to improve performance.
- Lead groups of staff in developmental activities, delegate appropriately and evaluate outcomes.
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education

E Governance, accountability and working in partnership

Under the direction of the 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

F Other Areas of Responsibility, dependent upon individual areas of strength:

<p>Lead on the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to pupils and parents/carers</p> <p>Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)</p> <p>Plan and implement interventions for those pupils who aren't progressing in partnership with the SENDCO</p> <p>Provide training and support for teachers and support staff on administering the assessment system effectively</p>	<p>Establish and implement whole-school systems for pupil wellbeing</p> <p>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</p> <p>Promote parent engagement and feedback, prioritizing the important role families play in their child's learning</p> <p>Provide staff with training and support so they can play a part in enhancing pupils' personal development and provide support for families</p> <p>Promote and evaluate the effectiveness of the school's behaviour and attendance policies and strategies in partnership with SEMH leaders</p> <p>Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies</p>
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Member of staff:

Headteacher:

Date: