

## **Job description: assistant headteacher**

### **Job details**

**Salary:** L5 – L9

**Contract type:** Permanent

**Reporting to:** The Head Teacher

**Responsible for:** KS1 or KS2

### **Main purpose**

The assistant headteacher will support the headteacher in:

- › Communicating the school's vision compellingly and supporting the 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 the achievement of the school's aims and objectives

This will be a class based post. School teachers are required to carry out the duties set out in the Teachers Pay and Conditions document.

This job description reflects the national teacher standards for qualified teacher status. It may be amended at any appropriate time, following consultation between the head teacher and teacher, and will be reviewed annually. Priorities relating for performance managements objectives will be identified in the performance management documentation.

Leadership time will be allocated in order to carry out the responsibilities of the post.

They may also be required to undertake any of the duties delegated from the headteacher.

### **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
- › Have an excellent understanding of the needs of autistic pupils with additional learning needs

### **Duties and responsibilities**

#### **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
- › 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

## **Teaching, curriculum and assessment**

Under the direction of the headteacher, 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
- › Promote a culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils
- › To use effective methods of monitoring pupil progress and using information to establish a relevant curriculum
- › 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](#).

## **Organisational management and school improvement**

Under the direction of the headteacher, the assistant headteacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively
- › 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 these school improvement strategies are effectively implemented

## **Staff management and professional development**

Under the direction of the headteacher, the assistant headteacher will:

- › Performance manage middle leaders, including carrying out appraisals and holding staff to account to 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 headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Ensure 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

### Assessment

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium for example
- Plan interventions for those pupils who are not progressing involving other agencies where necessary
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• Evidence of professional development in the area of autism and additional needs</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of teaching autistic children with high support needs</li> </ul>

<p><b>Skills and knowledge</b></p>	<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 managing budgets</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> <li>• Knowledge and understanding of evidenced based pedagogy relating to autistic children</li> <li>• Knowledge and understanding of a range of communication strategies including AAC</li> <li>• Demonstrates the ability to personalise the curriculum for individual pupils</li> <li>• Knowledge and understanding of sensory processing difficulties and differences</li> <li>• Knowledge and understanding of low arousal approaches</li> </ul>
<p><b>Personal qualities</b></p>	<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, ensuring that personal beliefs are not expressed in ways that exploit the position.</li> </ul>