



# HUNSBURY PARK PRIMARY SCHOOL

## **JOB DESCRIPTION – ASSISTANT HEAD TEACHER (1 Year Fixed Term)**

<b>Name:</b> Assistant Head Teacher	<b>Starting Date:</b> April 2022
<b>Salary Grade:</b> Leadership Point 1 – 5 FTE £42,195 - £46,566	<b>Status of Post:</b> Teaching and Learning lead including subject leadership. EYFS/Phase 1 Leadership
<b>Responsible to:</b> Headteacher	

### **ROLE**

To provide effective whole school leadership and management, working alongside the Headteacher to drive school improvement with specific responsibility for phase leadership including EYFS, core subject leadership, teaching and learning.

The Assistant Headteacher will work with the Headteacher to provide leadership and management of the teaching and learning of all pupils. Take a lead role in the monitoring and evaluation of teaching and learning standards across the whole school and to be a leading professional, actively promoting effective teaching and learning practices/pedagogy across the school.

To achieve success for all members of the school community within a culture of continuous innovation rigorous review, the Assistant Headteacher will assist in shaping the school's vision for the future, direction of leadership promoting excellence, equality and high expectations of all children in both academic and extra-curricular achievements. To assist in creating a safe, productive and creative learning environment that is engaging and fulfilling for all pupils and staff.

This is a senior post within the school's staffing structure. The Assistant Headteacher will be required to meet the general requirements of the post as specified in the School Teachers' Pay and Conditions Document. In addition, the Assistant Headteacher will be required to fulfil any reasonable expectations from the Headteacher.

### **CONDITIONS OF EMPLOYMENT**

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder shall uphold the school's policy in respect of child protection and safeguarding matters.
- Maintain confidentiality.
- Participate / lead training and other learning activities and performance development as required.

- Perform duties in line with health and safety requirements and report to the Headteachers where hazards are identified.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

### **KEY ACCOUNTABILITIES**

The Assistant Headteacher is to take a central role in assisting the Headteacher, to develop the school in accordance with agreed shared values and the school development plans.

The Assistant Headteacher is to be a primary teacher with experience across the primary age range; have extensive curriculum knowledge, have developed whole school initiatives / accreditation and been directly responsible for driving pupil outcomes particularly end of key stage. The Assistant Headteacher will lead on the quality of teaching and learning across the school.

<p><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• Implement a curriculum to meet the needs of all learners which includes all statutory national curriculum teaching points for all year groups ensuring correct coverage for all.</li> <li>• Develop, monitor, review, evaluate the effectiveness of and report on policy, action plans and practice across whole school.</li> <li>• Plan and manage associated resources/teaching materials, teaching programmes, courses of study, methods of teaching and assessment linked to the new curriculum.</li> <li>• Give guidance, support and encouragement to staff and lead whole school curriculum development sessions.</li> <li>• To be accountable for securing the highest standards of pupil achievement across the whole school curriculum through effective monitoring, evaluation and review of teaching and learning and setting targets for improvement.</li> <li>• To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting against specific curriculum goals.</li> <li>• To quality assure all subject leaders delivery of their subject areas; ensuring knowledge base, consistency and rigorous assessment procedures.</li> <li>• Effectively monitor the teaching of the school curriculum, developing leaders through CPD to allow a wider school impact.</li> <li>• Prepare subject leaders for deep dives within their subject area.</li> <li>• To be accountable for the strategic leadership and management of the whole school's teaching and learning, developing and implementing monitoring and review practices within the context of the school's aims and policies.</li> <li>• To rapidly address the evolving needs of Early Years Foundation Stage, in line with new guidance including assessment.</li> </ul>
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<b>Safeguarding, wellbeing and environment</b>	<ul style="list-style-type: none"> <li>• Work to ensure the highest priority is given to safeguarding and promoting the welfare of children in the school;</li> <li>• To ensure that sufficient training around Child Protection and Making Children Safer is delivered as required in line with Keeping Children Safe In Education 2021;</li> <li>• Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount;</li> <li>• Support the development of collaborative approaches to learning within the school and beyond;</li> <li>• Support the induction of staff new to the school;</li> <li>• Set high expectations for your own performance and that of others;</li> <li>• Engage in relevant professional development activity as necessary.</li> <li>• Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements;</li> <li>• Develop action plans in specified areas of responsibility, in order to bring about improvements;</li> <li>• Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities;</li> <li>• Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• Support the governing body in meeting its responsibility to account for the performance of the school;</li> <li>• Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff;</li> <li>• Support staff in understanding their own accountability, and develop approaches to its review and evaluation;</li> <li>• Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes;</li> <li>• Have knowledge of current legislations and developments in education;</li> <li>• Develop and present accurate accounts of school performance to a range of stakeholders.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To support the leadership of the school in the absence of the Headteacher;</li> <li>• To play a full part in all aspects of strategic planning, implementation and review;</li> <li>• To be the line manager for named curriculum area and to work closely within this area focussing on raising standards;</li> <li>• To be the line manager for an identified group ensuring challenge and support of all pastoral and academic issues;</li> <li>• To undertake a range of routine duties such as assembly, break and lunchtime duties, being 'on call' etc;</li> <li>• To maintain a high profile and visible presence around school;</li> <li>• To support a broad range of out of hours activities and events;</li> <li>• To lead performance management meetings, setting targets and supporting CPD for staff.</li> <li>• Any other reasonable duties deemed necessary to ensure the smooth running of the school.</li> </ul>

## PERSON SPECIFICATION

### Assistant Headteacher

	Key Attributes
<b>Education and Qualifications</b>	
Qualified Teacher Status	✓
Good honours degree	✓
Evidence of commitment to continuing professional development	✓
<b>Professional Experience and Knowledge</b>	
Successful teaching and curriculum experience	✓
Experience of leading a whole initiative	✓
Recent and relevant leadership experience	✓
Successful experience of raising standards for all with measurable outcomes	✓
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships	✓
Evidence of developed performance management skills	✓
Evidence of whole school curriculum development	✓
Understanding of quality in teaching and learning and how to achieve excellence	✓
Knowledge of key considerations in effective management and deployment of people and other resources	✓
In-depth knowledge and experience of Child Protection and Safeguarding procedures	✓
Extensive experience of EYFS delivery	✓
<b>Skills</b>	
Ability to lead change	✓
Ability to communicate effectively orally and in writing to a range of audiences	✓
Ability to think creatively to anticipate and solve problems	✓
Ability to formulate a vision and strategy for the school and secure commitment to it from others	✓
Ability to drive for improvements and challenging underperformance	✓
Ability to establish and sustain appropriate structures and systems and monitor them	✓
Ability to motivate, challenge and influence others to attain higher goals	✓
Ability to develop and empower individuals and teams	✓
Ability to use new and emerging technologies to support improvement	✓
Ability to work successfully in a team, taking on different roles as necessary	✓
Committed to the development and maintenance of good relationships with staff, parents, pupils, governors and the community	✓
<b>Personal Attributes</b>	
Positive, enthusiastic outlook, embracing risk and innovation	✓
Respectful and empathetic towards others	✓
Resilient, persistent and optimistic when faced with difficulties and challenges	✓
Able to be consistently decisive and focused on solutions	✓
Commitment and dedication to social justice, equality and excellence	✓
Flexible, adaptable and creative	✓
Committed to CPD of self and others within the school	✓
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	✓