



Bessemer Primary School

Part of The Gem Federation

www.thegemfederation.co.uk

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Assistant Headteacher Job Description

| Post Title | Assistant Headteacher |
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| Purpose | <ul style="list-style-type: none"> To provide senior leadership within the school leading a phase and taking responsibility for English and Mathematics across that phase. To play a key role in the raising of standards of teaching and learning across the school. To be a role model for others in the quality of their own teaching To support the professional development of their colleagues To engage in professional dialogue with specific colleagues to ensure continued improvements in teaching and learning and raising achievement, highlighting any areas for development and resulting in a positive impact on student learning and attainment. To promote the use of all agreed school policies and strategies to ensure the highest quality of teaching and learning and pastoral care is promoted and used throughout the school. |
| Reporting to | Head of School /Executive Head teacher |
| Liaising with | Head of School /Executive Head teacher Governors, Senior Leadership Team, teaching and support staff, external agencies, children and parents/carers |
| Working Time | The amount of time required to carry out the professional duties required of an Assistant Head teacher |
| Salary/Grade | Leadership Pay Spine L8-L12 |
| Disclosure Barring Service | Enhanced |
| MAIN (CORE) DUTIES | |
| Strategy | <p>This is a challenging role and one that is ideal for an outstanding teacher who is able to demonstrate leadership that effectively challenges, supports and develops the learning of all children and staff on a daily basis. The post will involve playing a full part, in collaboration with the Executive Head teacher/Head of School in the management of the school; ensuring that appropriate professional development takes place across the school and embeds good and outstanding practice in relation to teaching and learning and the raising of standards. This will include the following strategic areas of leadership:</p> <ul style="list-style-type: none"> Teaching and Learning across the phase Focus on English and Maths within the phase Progress and standards of all pupils across the phase |

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| Shaping the Future | <ul style="list-style-type: none"> • support the Executive Head teacher/Head of School and governors in establishing a vision for the future development of the school • play a leading role in the self-evaluation and school improvement planning process, taking account of the agreed priorities of the school • work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues • promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account |
| Leading Teaching and Learning | <ul style="list-style-type: none"> • share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted • provide training for staff on effective teaching and learning and other areas of professional development • promote the active involvement of pupils in their own learning • contribute to target setting; including statutory procedures and targets for individuals and groups of pupils throughout the school • support strategies to promote high standards of behaviour • contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school • support the development of an effective assessment framework • promote the use of ICT to enhance and extend pupils' learning • monitor and evaluating classroom practice and providing support for colleagues in improving their own classroom practice |
| Developing Self and Working with Others | <ul style="list-style-type: none"> • promote and safeguard the safety and welfare of children and young people • 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 • support the development of collaborative approaches to learning within the school and beyond • support the induction of staff new to the school and have oversight of the welfare of staff • set high expectations for your own performance and that of others and engage in relevant professional development activity as necessary • ensure that, by demeanour and example, the school's policies and ethos within the school and the wider community are promoted • be an outstanding classroom practitioner, with a commitment to obtaining the highest standard of student achievement • understand the components which comprise outstanding teaching and learning and take responsibility for their own professional development to improve students' learning • achieve their own challenging professional objectives |
| Manage the Organisation | <ul style="list-style-type: none"> • contribute to a regular review of the organisation of the school to ensure it meets statutory requirements • develop action plans in specified areas of responsibility, in order to bring about improvements • contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities • take responsibility for the Performance Appraisal of identified staff • 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 |

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| | <ul style="list-style-type: none"> • assume responsibilities additional to those in the job description as necessary • prioritise and manage their own time effectively, balancing the demands made by teaching, leadership and management and involvement in school development • set high expectations of learners' behaviour, establishing and maintaining a good standard of discipline • be committed to ensuring that every learner is given the opportunity to achieve to their full potential and meet the expectations set for them |
| Securing Accountability | <ul style="list-style-type: none"> • support the governing body in meeting its responsibility to account for the performance of the school • support staff in understanding their own accountability, and develop approaches to its review and evaluation • contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary • ensure the staff strive to maintain the highest professional standards and to promote the aims of the school • use comparative data to set clear targets for learners' achievement |
| Strengthen Community | <ul style="list-style-type: none"> • have excellent organisational ability • have the ability to deal with students and adults in a professional and effective manner • contribute to promoting the diversity of the school community • contribute to policies and practice which promote equality of opportunity and tackle prejudice • contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community • promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement attending School functions as appropriate • develop links with Trustees, Governors, County and neighbouring schools |
| Curriculum Development | <ul style="list-style-type: none"> • understand current developments with regard to curriculum provision in relation to all aspects of teaching and learning • identify educational research to enhance existing practice as appropriate • act as a link with other external organisations in implementing strategies for dealing with all aspects of teaching and learning and inclusion |
| Staff Development and Recruitment and Deployment of Staff | <ul style="list-style-type: none"> • create a climate, which enables staff to develop, challenge and support each other, resulting in positive growth • take action to build and maintain effective teamwork with high expectations of outcomes • have proven ability to raise standards of teaching and learning in classrooms other than their own • demonstrate and model outstanding lessons • embed the personalised learning culture of the school in their classroom, in order to demonstrate how to move from shallow learning to deep learning • model and support colleagues in the preparation of up-to-date subject material • lead and deliver professional development/INSET activities • run workshops and share practice on whole school strategic issues • identify and respond to professional development needs • develop the use of mentoring/coaching techniques and styles to develop the practice of all staff, their own confidence and the maintaining of positive attitudes |

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| Quality Assurance | <ul style="list-style-type: none"> • maintain 'leading edge' knowledge through reading, INSET and research to inform their own practice, demonstrating impact in teaching and on students' learning • interrogate the available data to support identification and secure effective improvement in teaching and learning across the school • use the appropriate quality standards to support ongoing review of performance across the school as part of the school's improvement plan • evaluate and report the effectiveness of practice in the school, suggesting areas and issues for further improvement • liaise with the Governors /LA as appropriate |
| Communication | <ul style="list-style-type: none"> • establish effective working relationships with all colleagues • work with school leaders to identify underachievement, evaluate provision and implement an action plan for whole school improvement • communicate effectively with professional integrity within and beyond the school community • initiate strategies which support the professional development of colleagues to improve the standards across the school • where appropriate, communicate and co-operate with persons or bodies outside the school • follow agreed policies for communications in the school • attend meetings as required |
| Pastoral | <ul style="list-style-type: none"> • contribute effectively and be a role model for others in relation to the support of all students in the school • inculcate high expectations of themselves as learners • alert the appropriate staff to problems experienced by children and make recommendations as to how these may be resolved • communicate, as appropriate, with parents and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff |
| Management Information | <ul style="list-style-type: none"> • maintain appropriate records and provide relevant accurate and up-to-date information for the school's management information system • complete the relevant documentation to assist in the tracking of standards of teaching and learning across the school • use all relevant information to inform colleagues, members of SLT and Governors as appropriate |
| Management of Resources | <ul style="list-style-type: none"> • assist colleagues with the identification of resource needs and to contribute to the efficient and effective use of resources across the school • co-operate with other staff to ensure a sharing and effective usage of resources in relation to the development of outstanding teaching and learning across the school • co-ordinate and manage the work of other staff including support staff as appropriate |

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| Specific Responsibilities | <ul style="list-style-type: none"> • oversee a key priority in the School Improvement Plan • line manage Middle Leaders / team members • be responsible for the development & implementation of a priority in the School Improvement Plan • identify and set priorities for staffing needs according to curriculum development • oversee aspects of the school curriculum as required • establish and develop positive community links with the school including through the extended schools programme and related learning opportunities • oversee the aspects of transition throughout the school as required • support the creation of the self-evaluation the school Self Evaluation Form and School Improvement Plan • oversee curriculum links and conduct regular mapping of provision as required • be responsible for the smooth day-to-day running of the school • prepare reports for the Senior Leadership Team and Governors as required • develop and implement related school policies as appropriate • monitor and improve student progress working alongside key staff as appropriate • represent the Leadership Team at Governors Committee as required • represent the school at relevant local, regional and meetings and events as required |
| Other Specific Duties: <ul style="list-style-type: none"> • to play a full part in the life of the school community, to support its Strategic Commitment, Purpose and Intent and to encourage staff and students to follow this example • to promote actively the school's policies • to continue personal, professional development • to actively engage in the school's self-review and evaluation processes • to actively engage in the school's Appraisal of Performance processes • to comply with the school's Health and Safety Policy and undertake risk assessments as appropriate • to attend meetings as determined in the meetings policy and as directed by the Executive Head teacher/Head of School • to undertake any other duty as specified by School Teachers' Pay and Conditions Document, not mentioned in the above • to comply with the school's procedures concerning safeguarding and to ensure that training is up to date | |