

## Job Description – Assistant Headteacher

<b>Post Title:</b>	<b>Assistant Headteacher</b>
<b>School:</b>	<b>Canewdon Endowed and St. Nicholas CofE (VC) Primary Schools</b>
<p>The Professional duties of teachers, (other than the Headteacher) are set out in the School Teachers pay &amp; Conditions Document and describe the duties required of all teachers. In addition, a teacher employed as a teacher in a school shall perform, in accordance with any directions which may be given to them by the executive headteacher from time to time, such particular duties as may be reasonably be signed to them.</p> <p>In addition, the specific requirements of the post of classroom teacher, along with the particular duties expected of the post holder have been set out below:</p>	
<b>Purpose:</b>	<p>The assistant headteacher shall play a major role under the overall direction of the executive headteacher and executive team in:</p> <ul style="list-style-type: none"> <li>• Formulating the aims and objectives of the school</li> <li>• Establishing the policies through which they shall be achieved</li> <li>• Managing resources to that end; and monitoring progress towards their achievement</li> <li>• Assisting the executive team in the school leadership and management of the school and to be an active and supportive member of the leadership team. This includes being the lead professional in school in the event of absence of the Executive Leadership Team in consultation with the Executive Leadership Team</li> <li>• Providing for the educational, social, moral, spiritual and cultural development of each individual child in the class allocated for each, specific, academic year</li> <li>• Being responsible and accountable for securing the highest standards of pupil achievement across the federation, through effective monitoring, evaluation and review of learning progress and teaching outcomes and setting targets for improvement</li> <li>• To lead, develop and enhance the teaching practices of others across the federation by evaluating, supporting, guiding, target setting and holding others to account</li> <li>• The assistant executive headteacher shall undertake any professional duties of the executive headteacher reasonable delegated to them by the executive headteacher</li> </ul>
<b>Responsible to:</b>	Senior and Executive Team (including Executive Headteacher)
<b>Management:</b>	<ul style="list-style-type: none"> <li>• Supporting the development of outstanding teaching</li> <li>• Leading given areas/teams</li> <li>• Any Line Management responsibilities associated with the post</li> <li>• Leading the school in the event of absence of the Executive Leadership team, in consultation with the Executive Leadership team.</li> </ul>
<b>Safeguarding</b>	<p>Fulfil personal responsibilities, and support the executive headteacher in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:</p> <ul style="list-style-type: none"> <li>• To take lead responsibility in the absence of the designated leads for safeguarding and child protection within the school</li> <li>• In the absence of the designated safeguarding leads, act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.</li> <li>• Raise awareness of the school’s child protection policies ensuring they are understood and used appropriately</li> <li>• Working with the designated safeguarding leads to ensure the school’s Child Protection Policy is reviewed (at least annually) and known, understood and used appropriately.</li> <li>• In the absence of the safeguarding lead, refer cases (or support staff making referrals) <ul style="list-style-type: none"> <li>○ of suspected abuse to the local authority children’s social care</li> <li>○ where there is a radicalisation concern to the Channel programme.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• In the absence of the safeguarding leads, refer cases to Disclosure and Barring Service or Police as required</li> <li>• Liaise with the executive headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.</li> <li>• In the absence of the safeguarding leads, ensure child protection files are transferred as appropriate in line with Keeping Children safe in Education (Appendix B) as amended from time to time.</li> <li>• Be available for staff during school hours to discuss any safeguarding concerns in line with the school's safeguarding arrangements and ensure that the designated safeguarding lead is kept updated</li> <li>• In conjunction with the executive headteacher, make adequate and appropriate cover arrangements for safeguarding where concerns/issues occur out of hours/out of term</li> <li>• Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.</li> <li>• Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Appendix B) as amended from time to time</li> </ul>
<b>Scope:</b>	<p>Classroom teacher</p> <p>Area/school management, including leadership across the federation where required</p> <p>Strategic Leadership of given Team/Area</p>
<b>Specific duties</b>	<p><b><u>Specific Duties</u></b></p> <p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.</li> <li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.</li> <li>• Participate in arrangements for preparing pupils for external examinations.</li> <li>• Whole school organisation, strategy and development</li> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.</li> <li>• Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.</li> </ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"> <li>• Promote the safety and well-being of pupils.</li> <li>• Maintain good order and discipline among pupils.</li> </ul> <p><b>Management of staff and resources</b></p> <ul style="list-style-type: none"> <li>• Direct and supervise support staff assigned to them and, where appropriate, other teachers.</li> <li>• Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.</li> <li>• Deploy resources delegated.</li> <li>• To take responsibility for the day to day running of the school in the absence of the executive team, reporting to them as appropriate</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.</li> <li>• Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.</li> </ul>

	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Communicate with pupils, parents and carers.</li> <li>• Working with colleagues and other relevant professionals</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• To support the federation's commitment to its Christian ethos</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities in accordance with the role for health and safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The governing board is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties are neither exclusive or exhaustive and the post holder may be required by the executive headteacher to carry out appropriate duties within the context of the job, skills and grade</li> <li>• The school is part of a federation and it is expected that staff will work collaboratively across each of the schools when required.</li> </ul>
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**PERSON SPECIFICATION FOR ASSISTANT HEAD TEACHER AT THE FEDERATION OF  
CANEWDON ENDOWED AND ST NICHOLAS COFE (VC) PRIMARY SCHOOLS**

Essential	Desirable	Evidence
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal commitment to continuous professional development</li> <li>• Leadership course attendance within past two years</li> </ul>	Application form
<b>Experience</b> <ul style="list-style-type: none"> <li>• Successful teaching experience for a minimum of five years.</li> <li>• Understanding of how children learn in a high achieving and successful school</li> <li>• Responsibility for leading a core subject across the school</li> <li>• Building and sustaining effective working relationships with staff, governors and parents in the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Former responsibility at phase or whole school level for raising standards</li> <li>• Experience of leading teams to achieve a specific outcome for children</li> <li>• Evidence of the development of policy or curriculum schemes of work</li> <li>• Successful teaching experience in more than one phase with an outstanding or good evaluation</li> <li>• Experience carrying out performance reviews</li> </ul>	Application form Selection day interview
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>• Evidence of strong professional subject knowledge</li> <li>• Understanding of New OFSTED framework regarding learning and teaching and leadership and management.</li> <li>• Ability to plan lessons effectively for all pupils in a class setting clear learning intentions and differentiating tasks and ability to demonstrate best practice to colleagues</li> <li>• Knowledge and understanding of positive behaviour strategies and dealing with specific behavioural issues</li> <li>• Ability to coach and mentor individuals to achieve specific outcomes</li> <li>• Ability to challenge and inspire colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the skills and attributes involved in effective leadership</li> <li>• Evidenced experience of raising standards within key whole schools priorities</li> <li>• Evidence of understanding of strategic management in a large school</li> <li>• An understanding of/and experience of working towards whole school awards e.g. Eco Schools, Healthy Schools /International School Award</li> <li>• Understanding of use of data to raise standards</li> </ul>	Application form Selection day interview

<ul style="list-style-type: none"> <li>• Strong ICT skills including use of interactive whiteboard for teaching</li> <li>• Clear understanding and commitment to safeguarding procedures</li> <li>• Ability to analyse data and pinpoint key issues in order to inform staff Re. the way forward</li> </ul>		
<p>Personal Qualities</p> <ul style="list-style-type: none"> <li>• To relish challenge and perform efficiently in this significant key role</li> <li>• Ability to take responsibility for others' performance</li> <li>• To be able to lead by example</li> <li>• Tenacity and commitment while working under pressure</li> <li>• Ability to think strategically</li> <li>• Ability to organise, prioritise and delegate</li> <li>• The ability to synthesise information quickly and effectively whilst maintaining an intensive workload</li> <li>• Ability to manage time effectively and work to deadlines</li> <li>• Good team player</li> <li>• Ability to enthuse and motivate others</li> <li>• Good communication skills both orally and in writing</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to providing extra-curricular activities and an understanding of its impact upon school ethos</li> </ul>	<p>Application form Selection day interview</p>
<p>Other</p> <ul style="list-style-type: none"> <li>• Commitment to inclusive practice</li> <li>• Commitment to the federation Church of England principles</li> <li>• Commitment to pupils</li> <li>• Good attendance and punctuality record</li> <li>• Commitment to all the schools in the federation and a willingness to lead across all schools when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Governance experience/ involvement with governors</li> </ul>	<p>Application form Interview</p>
<p>Evidence may be required to validate statements provided</p>		