



WICKFORD
PRIMARY SCHOOL

Assistant Headteacher Job Description

Core Purpose

To be responsible and accountable for the Quality of Education, behaviour, personal development and safeguarding across specific phases of the school.

The assistant headteacher shall play a major role under the overall direction of the headteacher in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement;

The assistant headteacher shall undertake any professional duties of the headteacher reasonably delegated to him/her by the headteacher.

Principle Accountabilities

Strategic Development of the School

- Work with the headteacher and governing body to develop a strategic view for the school, analyse and plan for its future needs and further development.
- Work with the headteacher to provide professional leadership, ensuring high quality education for all its pupils and improved standards of learning and achievement.
- Lead the development of an innovative, creative curriculum that meets the requirements of the National Curriculum and also meets the needs of children.
- Work with the headteacher to establish commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.

Safeguarding

Fulfil personal responsibilities, and support the 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:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as the deputy designated professional lead for Safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Specific Duties

Teaching & Learning

- Work with the leadership team to create and sustain an environment and code of behaviour and discipline that secures and sustains effective teaching and learning.
- Provide a model of outstanding teaching and be able to share that expertise with colleagues

- Work with subject leaders to plan and design a curriculum that ensures that the teaching of the core subjects are underpinned by cross-curricular links within a broad curriculum context.
- Work with SLT to develop provision for pupils with additional needs and those in receipt of PPG.
- Observe teaching and learning, monitor planning and pupils' work, in order to support and develop colleagues to meet personal and professional targets
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- 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.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Act as a positive role model to staff, maintaining high professional standards and high levels of care.
- Establish and maintain effective communication systems with teaching and support staff.
- Lead the professional development of staff by example, providing support and leading INSET as appropriate.
- Work with the Headteacher to organise staffing and timetables to ensure effective and efficient teaching strategies and achieve the goals of the School Improvement Plan
- Direct and supervise support staff and other teachers assigned to them
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards across the school.