**BARNES FARM INFANT SCHOOL**

**Assistant Headteacher Job Description**

**(Leadership Scale L1 – L5)**

The core purpose of the Assistant Headteacher is to provide professional leadership and management of the children and staff across the school to ensure high quality teaching and standards of learning and pupil achievement. This is a senior post within the school and is part of a Senior Leadership Team.

The Assistant Headteacher shall undertake any professional duties reasonably delegated by the Headteacher but the key responsibilities of this post include:

**Safeguarding**

* Fulfil personal responsibilities as a member of staff and support the Designated Safeguarding Leads in securing compliance by all working in school for safeguarding children as set out in the ‘Keeping Children Safe in Education’ document and the local SET Procedures.

**Leading Teaching and Learning**

* Lead by example as a teacher, achieving high standards of pupil attainment, behaviour and motivation through effective teaching, learning and assessment in own classroom.
* To monitor and evaluate the quality of teaching and learning in allocated year groups across the school by observing lessons or intervention programmes, monitoring short, medium and long term planning and carrying out scrutinies of pupils’ work. Identify effective practice and areas for improvement and give accurate feedback to teachers. Work with class teachers to act on necessary improvements needed in order to maintain high quality teaching and learning.
* Report summaries of the monitoring of teaching and learning across the allocated year groups to the Headteacher regularly in Leadership meetings and in a written summary termly to inform the School Improvement Plan/Single Plan.
* To review long term planning in allocated year groups to ensure coverage, progression and a range of learning experiences across the school.
* Liaise with the other Assistant Headteacher to ensure consistency of approach and progression through the school.
* Ensure that teachers in the allocated year groups are making accurate assessments of attainment and progress; work with the whole staff team to moderate judgements within each year group, across the school and with teachers from other schools.
* To work with the Leadership team to analyse assessment and progress data from Target Tracker and end of key stage National Data and use this data to contribute to the evaluation of the quality of teaching and learning in each class.
* Take responsibility for the pastoral care of the pupils, managing behaviour incidents in accordance with the Behaviour Policy and liaising with parents as required.
* To take the lead for transition across the school liaising with professionals from other settings such as nurseries and junior schools as required.
* Act as a Performance Management reviewer for some Teachers.
* Subject leadership.
* Support the identification of, and disseminate the most effective teaching approaches for pupils.

**Professional Knowledge, Understanding and Skills**

* Keep up to date with current legislation and guidance in relation to teaching, learning, assessment and the Primary National Curriculum and ensure that this knowledge is passed onto the relevant members of the teaching team.
* Read relevant research material and documentation which will support the development of effective teaching, learning and assessment.
* Attend relevant in-service training, share practice with other members of the leadership team and work with other agencies in order to develop personal knowledge and skills required to be an effective Assistant Headteacher and to develop an understanding of how to lead effective teaching and learning.
* Take a pro-active approach towards own professional development needs.

**Strategic Leadership**

* Contribute to the Leadership Team decisions on all aspects of policy development and organisation by playing a significant role in the preparation, implementation and monitoring of the School Improvement Plan/Single Plan.
* Attend all Leadership Team meetings, taking part in professional dialogue and debate about any relevant school issues. Share relevant information with the teaching team as appropriate.
* Support the Headteacher in providing a clear vision and direction for the development of the school.
* Work with the Headteacher to set challenging targets for the attainment and progress of pupils in each year group.
* Be a strong advocate for change and champion school improvement.
* Convey a positive “can do” attitude, motivate and inspire staff and present a ‘united front’ to secure successful outcomes of school initiatives.
* Establish good relationships, encourage good working practices and support lead teachers.
* Plan, organise and chair meetings with other leaders in order to ensure school policies and practices are being implemented (this includes those planned as part of the weekly staff meeting sessions).
* Lead Key Stage meetings with EYFS Lead and KS1 Lead to ensure consistency of approach across the school.
* Share responsibility for the management of the school with the other Assistant Headteacher in the absence of the Headteacher.
* To lead, develop and enhance the teaching practice of others by evaluating, supporting, guiding and target setting.
* To be accountable for the strategic leadership and management of subject areas, behaviour and conduct across the school, developing and implementing plans, policies, targets and practices within the context of the school’s aims and policies.
* To be accountable for ensuring the highest standards of individual pupil achievement through effective monitoring, evaluation and review of learning progress and teaching outcomes and setting targets for improvement.

**Effective Deployment of Staff and Resources**

* Work with the Headteacher in making decisions about the deployment of staff and resources across the school.
* To assist in the recruitment of new staff, operating safe recruitment practices.
* Prepare timetables and mentor NQTs, SCITT Students, ITT Student and college work experience students.

**Establishing and sustaining effective partnerships with parents, other schools and the wider community**

* To act as role model in working with parents of children across the school through effective parent meetings, preparing newsletters, dealing with concerns, providing information through letters and documentation as appropriate.
* To lead parent workshops as appropriate to provide information to parents about children’s learning and the curriculum.
* To develop parent questionnaires in conjunction with Headteacher and Governors to establish parental perception of the school.
* To develop documentation for parents such as leaflets/booklets etc as appropriate.
* To work closely with members of staff from other schools within the Chelmsford Learning Partnership for the benefit of school improvement and professional development.
* To support the Headteacher in working in partnership with a range of other services.
* Play a full part in the life of the school community.
* Encourage parents to participate in the life of the school in a variety of ways
* Managing own performance and development:
* Demonstrate resilience and resourcefulness.
* Take responsibility for own professional development.
* Participate in the school’s appraisal and professional development scheme, ensuring that objectives are set and met within the agreed time-scale.
* Think creatively and imaginatively to anticipate and solve problems and identify opportunities.

**Use of Resources:**

* Oversee and monitor appropriate budget allocations in liaison with the Headteacher and Office Manager

**Professional Knowledge and Development:**

* To look for external INSET opportunities that further professional development and fulfil the training targets agreed during appraisal
* To keep records of INSET attended

**Additional responsibilities and general requirements:**

* Undertake any professional duties commensurate with the grade of the post, reasonably delegated to him/her by the Headteacher
* Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
* Attend and participate in relevant training sharing the knowledge and ideas gained with colleagues

**Responsible to:** Headteachers and Governors

**Responsible for:** Pupils, Teachers across the school in conjunction with the other members of the Senior Leadership Team.

**Assistant Headteacher – Person Specification**

|  |  |
| --- | --- |
| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** |  |
| * Qualified teacher status * Relevant degree * GCSE Maths/English or equivalent (Grade C+) * Evidence of relevant CPD * At least 4 years teaching experience within the primary range | * Current first aid certificate * Training to include Child Protection: NPQML or similar Middle Leadership training |
| **Experience** |  |
| * Teaching experience in either EYFS, KS1 or KS2 * Effective leadership of a subject/other area of learning or as a Year Group or Team Leader * Monitoring of performance of teachers and others – classroom observation, planning, pupil work scrutiny, use of assessment data * Using effective assessment and target setting procedures to monitor and improve progress of children * Leading and managing a successful whole-school development including preparing and leading staff development sessions linked to teaching and learning | * Experience of teaching EYFS, KS1 and KS2 * Organising and participating in visits * Analysing assessment data eg Analyse School Performance/FFT Aspire to support target setting * Experience of working with and involving school Governors * Experience of developing links with the community and with other schools as part of a cluster or multi-academy trust |
| **Abilities and Skills** |  |
| * Excellent classroom practitioner with the ability to create an effective learning culture within and beyond the classroom * Competent ICT skills for use within the curriculum in the classroom and personally for planning and preparation, administration and communication * Effective written and oral communication skills – with pupils and a range of adults * Ability to motivate staff and encourage teamwork * Excellent behaviour management skills * Proven leadership skills * Ability to carry out observations of teaching and provide constructive feedback |  |
| **Knowledge** |  |
| * Requirements of the NC programmes of study and statutory assessment procedures * A knowledge and understanding of what constitutes outstanding teaching and learning * Using effective assessment target setting procedures to monitor and improve progress of children * Willingness to update professional knowledge and skills * Health and safety and child protection procedures | * Understanding of creating a school with a ‘Growth Mindset’ approach to learning, encouraging independence and resilience for all children * Understanding of strategies used to promote good mental health within children and staff |
| **Personal Attributes**   * Ability to inspire confidence in others and motivate colleagues with a positive attitude and sense of humour * Highly developed organisational skills * Commitment to ensuring the best for every child and upholding Healthy School Principles to improve emotional and physical well being * Self-motivated – a commitment to own personal development and improvement * Knowledge, experience and empathy needed to engage parents as partners * The ability to communicate clearly and take into account, where appropriate, the views of others * Ability to plan time, prioritise and organise work effectively * Ability to work with energy, enthusiasm, reliability and integrity * Ability to deal sensitively with people and resolve conflicts * Ability to investigate, resolve problems and make decisions | * Understanding/experience of project management eg successful bids/grants |