



Post: Assistant Headteacher

Job Description

Pay Scale: L3 – L7

Responsible to: Headteacher

Core purpose:

- To collaborate with the Headteacher in providing professional leadership for the school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.
- To enhance pupil achievement through effective teaching and learning
- To develop and embed effective target setting which enables students to meet or exceed challenging targets
- To assess and track pupil achievement, such that intervention is focused and has impact
- To analyse data regarding pupil achievement enabling staff to close achievement gaps
- Members of the school leadership team will undertake professional duties commensurate with their post, as delegated by the Headteacher, and deputise for her when necessary
- To carry out the functions of a teacher at Corringham Primary School in accordance with the stated aims and objectives of the school in conjunction with the range of duties and responsibilities of Assistant Headteachers as set out in the current School Teachers' Pay and Conditions document
- All members of the school are expected to support school aims and implement whole school decisions
- We expect all our staff to be committed to safeguarding and promoting the welfare of our young people

NB. In allocating time to the performance of duties and responsibilities, an Assistant Headteacher is not subject to Directed Time considerations but is entitled to a daily break of reasonable length in the course of each school day.

Main Duties:

Membership of the Senior Leadership Team.

- Undertaking joint leadership of the school with the Headteacher and Deputy Head

- To attend and contribute to meetings of the Senior Management Team, the Leadership Team, and other meetings of the staff
- To attend parent-teacher meetings and school public functions
- As required, to attend meetings of the Governing Body and assist the Headteacher by providing professional advice as appropriate.
- To lead assemblies which express and develop the ethos of the school
- To help foster good relations with parents, governors, and the local community etc
- To undertake a regular teaching commitment in an appropriate area of the curriculum
- To work with all staff to achieve consistency in the implementation of policies and procedures
- To ensure that improvements in literacy and numeracy skills of all pupils, including those with special educational needs are achieved or exceeded
- To take responsibility with the Headteacher and other Senior Managers for aspects of Personnel Management
- To take responsibility for aspects of day to day leadership of the school (e.g. timetables and duty rotas, behaviour leadership, responding to parents, end of day procedures) as directed by the Headteacher
- To continue to contribute to the development and implementation of a strategic plan for the school's continued development, underpinned by sound financial planning, that identifies priorities as well as achieves high standards and secures progress, as well as increases teacher effectiveness and school improvement
- To work with other members of the leadership team to champion the success of a full curriculum experience for children as they progress through the school. To contribute to the monitoring and evaluation of that experience
- To lead a team of teachers and support staff as required.
- To act as a team leader for the performance management of other staff.
- To act as a lead learner, providing coaching and mentoring for staff to improve their teaching and learning skills.
- To support staff by enhancing home/school communication about pupil progress and welfare
- Take responsibility for other aspects of whole school leadership as directed by the Headteacher.

Staff Development:

- To collect, record, disseminate and report on evidence to various audiences in relation to the above
- To keep abreast of new developments, research and legislation relating to all of the above in order to provide high quality leadership

These duties may be varied at the reasonable discretion of the Headteacher, to meet the changing needs of the school.

Date for review: At annual Performance Management review of objectives.

Signed _____

Date _____