



## **St George's C of E Primary School**

*We are a caring Christian community*

*We help and respect each other*

*We enjoy learning and embrace challenges*

*We persevere and learn from our mistakes*

*So we can grow into enthusiastic, confident learners for life*

### **ASSISTANT HEADTEACHER JOB DESCRIPTION**

#### **Whole School Development**

- To work in close collaboration with the Headteacher on school improvement.
- To be fully involved in monitoring and evaluating the quality of provision across the school.
- To uphold and promote the Christian values of the school.
- To take responsibility for the leadership of a core curriculum area.
- To play a significant role in formulating, implementing and reviewing school policy and practice.
- To promote and establish positive relationships between the school, the parents/carers, external agencies and the local and wider community.
- To support and uphold the school's policies on behaviour management.
- To assist the Headteacher in monitoring the progress and achievement of all pupils, ensuring the effective use of assessment processes and analysing school data.
- To participate in, and where appropriate, lead teacher led, collaborative professional development.
- To act as a Deputy Named Person within the school's Child Protection Policy and to fully implement the safeguarding procedures.
- To take an active role in the recruitment and selection of teaching and non-teaching staff.
- To support the Headteacher at PTA functions.

#### **The Curriculum**

- To lead by example as an excellent classroom practice and support others to develop teaching and learning.
- To initiate new ideas and to encourage innovation and development in curricular content and pedagogy.
- To keep abreast of both local and national developments in practice.

- To be accountable for securing the highest standards of pupil achievement within a core subject through effective monitoring, evaluation and review of teaching and learning and setting targets for improvement.
- Giving guidance, support and encouragement to staff and leading in-service development sessions.
- To ensure the promotion of equal opportunities.
- To encourage parental involvement.

#### **Staff Management**

- To help in the induction and development of staff members, both teaching and non-teaching.
- To work in a consultative and supportive way with other staff.

#### **Other**

- To fulfil other duties as specified by the Headteacher.
- Job descriptions are liable to periodic review and may be renegotiated to meet the changing needs of the school.

**The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**