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**‘Learning together through love, friendship, forgiveness and faith.’**

**St Michael’s Church of England Primary School**

**JOB DESCRIPTION FOR ASSISTANT HEADTEACHER**

POST: **Assistant Headteacher (Teaching & Learning and a Subject Leader)**

DURATION: **Permanent**

SALARY: £42,195 – £47,592 (L1 – L6 Fringe)

ACCOUNTABLE TO: Governors of St Michael’s CE Primary School as the legal employer

**PURPOSE OF THE POST**

Assist the Headteacher with the leadership and organisation of the school in seeking to achieve the highest possible standards of pupil achievement and school effectiveness.

Develop and enhance a broad, rich and inclusive curriculum which meets the needs of all pupils.

Actively promote equality of opportunity by ensuring the school’s curriculum provides the best possible education for all its pupils.

You will be a member of the school senior leadership team, and will contribute to the development of guidelines, policies and initiatives for the benefit of the school.

**MAIN RESPONSIBILITIES**

1. **Shaping the Future**

* Assist the Headteacher and Governors in bringing the school vision to life demonstrating inspirational leadership and creativity in line with the OFSTED framework.
* Play a significant role in the school development planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
* Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day to day working knowledge of the school’s policies and practices.
* Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
* Develop and enhance a culture of team work, in which views of members of the school community are valued and taken into account.
* Contribute to the self-evaluation of the school.

1. **Leading Teaching and Learning**

* Maintain a high profile as an example of best and leading practice within the classroom and foster the high expectations to which St Michael’s Church of England School aspires.
* Actively involve pupils to further enhance their learning opportunities, personal development and environment.
* Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards are promoted.
* Oversee the development of effective timetabling, which meets and responds to the needs of pupils within the statutory frameworks and the resources available.
* Coach and develop staff to maximise impact on teaching and learning.
* Through liaison and guidance, work closely with curriculum leaders to ensure the best learning opportunities for children.
* Support the target setting process; including statutory procedures and targets for individuals and groups throughout the school.
* Implement strategies to promote high expectations and standards of behaviour.
* Demonstrate a commitment to positive behaviour management throughout the school.
* Seek to develop and enhance a broad, rich, creative curriculum which meets the needs of the range of pupils in the school.
* Monitor and evaluate outcomes achieved from classroom practice.
* Take a leading role in developing quality, meaningful and manageable assessments practices throughout the school.

1. **Developing self and managing others**

* Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
* Contribute to the development of collaborative approaches to learning within the school and beyond.
* Lead, manage and organise training meetings in line with the school development plan.
* Set high expectations for your own performance and that of others.
* Engage in relevant professional development activity as necessary.
* Promote own and staff physical and mental wellbeing following school policy

1. **Managing the organisation**

* Manage the day to day activities in the delegated areas of responsibility to ensure the school meets statutory requirements in a highly efficient manner.
* Develop action plans in specified areas of responsibility, in order to bring about improvements.
* Contribute to the planning process for the distribution of resources, to ensure they meet the school’s identified priorities.
* Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education for the pupils and value for money.
* Ensure that equal opportunities for pupils and staff are effectively promoted.
* Participate in recruitment and selection as agreed with the Headteacher.

1. **Securing Accountability**

* Work alongside the Headteacher to secure improvement through performance management. Challenge poor performance in any areas of the school’s activity.
* Support staff in understanding their own accountability through coaching and performance review
* Work alongside the Headteacher to use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the school development plan.
* Contribute to the reporting of the performance of the school to parents, carers, Governors and other key partners as necessary.

1. **Strengthening Community**

* Take a leading role in networking and liaising across the range of external providers, schools, community and cluster networks, to ensure a consistency of approach regarding standards, support, transition and high quality teaching and learning.
* Support the development of the school within the community; strengthening partnerships with other schools, church and local businesses.
* Work closely with the PTA to enhance community cohesion.
* Respond to an understanding of the diversity of the school community.
* Evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning and understanding of diversity within the wider community.
* Promote and model good relationships with parents, which are based on partnerships to support and improve outcomes for pupils, involving parents as true partners in the education of their children.

1. **Safeguarding**

* **To have due regard for safeguarding and promoting the welfare of children and to follow all associated child protection and safeguarding procedures and policies as adopted by the school and Local Authority.**

1. **Health and Safety**

* In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

1. **Data Protection**

* When working with paper or electronic systems to be completely aware of responsibilities at all times under the General Data Protection Regulations 2018 (GDPR) for the security, accuracy and significance of personal data held on such systems.

***This job description will be reviewed annually as part of the performance management process, or more frequently if necessary. It may be amended at any time after consultation with the Headteacher and Postholder.***

***The Assistant Headteacher will have access to a range of professional development activities including Leadership Conferences, Ascot Cluster, Local Authority Networking and other appropriate professional development training.***