



The Priory Church of England Primary School, Christchurch

"Made to Flourish"

PRIORY C.E. VA PRIMARY SCHOOL **Assistant Headteacher - Job Description**

Pay range: L1 – L6

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for assistant headteachers, in addition to carrying out the professional duties of a teacher.
 - Under the overall direction of the headteacher play a major role:
 - in formulating the aims and objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
 - Take on the responsibilities of the headteacher as agreed and appropriate in the absence of the headteacher
 - Take responsibility for child protection issues as appropriate
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
-

Responsibilities

Strategic direction and development of the school

- contributing to the school development plan and taking a strategic lead for different areas when required
- play a role in school self-evaluation
- contribute to the development, implementation and monitoring of action plans and projects where appropriate
- leading other key aspects of the school eg a curriculum area, whole school initiatives, assessment
- ensure the Christian character of the school continues to be central to its ethos

Leading the curriculum, teaching and learning

- being a role model for outstanding teaching and learning, ensuring high expectations are made explicit
- ensure excellent standards of behaviour for learning, in the context of our Christian vision and learning behaviours.
- ensure vulnerable learners' needs are met
- determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework using the latest research in best practice
- establish creative, responsive and effective approaches to teaching and learning and ensure a growth mindset culture, which stimulates challenge and support where all pupils achieve success and become highly engaged in their own learning.
- Lead curriculum subject leaders to ensure that the curriculum is fit for purpose, enables children to make maximum progress, is consistent across the school and is reviewed on a regular basis.
- monitor and evaluate the quality of teaching and learning
- support the development of coaching and mentoring in order to improve the quality of teaching and learning, within the school and beyond
- work with others to develop and deliver training for all staff
- ensure that development opportunities for staff are acted on, across the school
- support the induction of new staff and trainee teachers, acting as induction tutor or mentor as required; responsibility for students on work experience as required
- promoting staff wellbeing and identifying and planning support where required

Efficient and effective deployment of staff and resources

- with the rest of the SLT, consider the most efficient and effective use of staff and resources, in line with the budget and the development plan
- contribute to reviews of the school's systems, routines and organisation, including timetables
- ensure effective communication and dissemination of information between staff
- uphold and publicly support all decisions of the headteacher, governors and SLT
- ensure all staff maintain a consistent approach to standards of behaviour, attendance, uniform, rewards and sanctions and daily routines across the school
- contribute to the daily running and organisation of the school

Accountability

- hold teachers and teaching assistants to account for underperformance
- assist in the line management of classroom based support staff
- contribute to the school's reporting of performance to the school community
- promoting the health, safety and wellbeing of pupils and staff
- being responsible for promoting and safeguarding the welfare of children within the school
- act as a Deputy Designated Safeguarding Lead
- organise and conduct meetings with parents and carers as appropriate to ensure positive outcomes for all parties

Other responsibilities

- promoting good relationships with parents and the community; planning, leading and contributing to events, workshops and other communication
- seeking the views of the school community including parents and pupils to inform school self-evaluation
- representing the school at school events