HIGHFIELD PRIMARY SCHOOL
Job Description for Assistant Headteacher

Job Title: Assistant Headteacher

Purpose:
- To assist the Headteacher in managing and leading the school as a member of the Headship Team
- To lead on interventions to “narrow the gap” and ensure that all children make good progress
- To lead a Phase and core subject across the school
- To teach pupils in the 3–11 age range (as required) in all aspects of the statutory and the agreed school curriculum

Responsible to: The Headteacher, Deputy Headteacher, Governing Body and the Local Authority.

General Duties: To carry out all duties of a school teacher as set out in the current School Teachers’ Pay and Conditions document, the Professional Teachers Standards and school policies.

Key responsibilities as a member of the Headship Team:

1. To support and promote the school’s ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children
2. As part of the Headship Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. To contribute to the strategic direction and development of the school, including updating the school’s Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
4. To be a member of the Child Protection Team, liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
5. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
6. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
7. Take an active role in recruitment of staff, as required
8. To identify Continuing Professional Development needs of staff and lead Inset as necessary
9. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
10. To work with and report to all stakeholders including parents/carers, Friends of Highfield and governors, as appropriate
11. To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Headteacher and Deputy Headteacher
12. To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
13. To take on additional responsibilities which might arise from time to time

**Key responsibilities and duties to lead on interventions to “narrow the gap”**

1. As part of the Headship Team to take responsibility for Assessment and Raising Achievement, tracking pupil progress carefully using assessment data to impact on achievement
2. To lead on, supervise and monitor whole school interventions and have on-going professional dialogue based on children’s progress and learning, with teachers, support staff and parents/carers and liaise with outside agencies as appropriate

**Key responsibilities and duties of a Phase Leader:**

1. To set high expectations and promote high standards of pastoral, social and educational development across the school
2. To lead, co-ordinate and manage effective learning and teaching across the year group
3. To lead in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum across the year group
5. To have a significant impact on the educational progress of pupils across the year group
6. To monitor and review impact and identify areas for development across the year group
7. To ensure that creative and stimulating learning environments encourage and facilitate children’s development and independence

**Key responsibilities and duties of a Subject Leader:**

1. To lead, co-ordinate and manage effective learning and teaching across the school
2. To lead, develop and manage the curriculum across the school
3. To have a significant impact on the educational progress of pupils in the curriculum subject
4. To monitor and review impact and identify areas for development across the school

**Teaching:**

1. To teach children in the Primary age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment
2. To liaise with parents/carers, providing them with regular updates on their child’s learning and progress

**Upper Pay Scale Teachers:**

Teachers on the upper pay scale can be expected to make a significant and sustained impact to whole school development in line with the statutory requirement to meet threshold standards.

In particular, teachers will:

- Provide a role model for professional practice in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to the wider team

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.