



Wath Central Primary School Job Description: Assistant Headteacher

Job details

Salary: L1 - 6

Contract type: Full time / Permanent

Reporting to: Headteacher

Responsible for: Leadership and Management of EYFS, transition to KS1

Main purpose

To work with the Head Teacher and other School and Academy leaders to ensure the very best education for the children, through achieving the organisation's aims and objectives.

JMAT Vision and Values

Our family of schools will be uncompromising in the search for excellence ensuring that no learner is left behind and talent is nurtured. Our learning environments will be engaging, welcoming and positive. Our aspirations for children, staff and the community will be high. We will seek partners and collaborations both locally and nationally to enhance all we do.



WCP Mission and Vision

Our Mission

We value every child for who they are and prepare them for everything they could be.

Our Vision

For us, education is about:

- making memories and fulfilling dreams; It's about the joy of discovery and the expression of individuality.
- children developing empathy whilst acquiring the knowledge and skills to prepare them for life as a learner.
- children feeling safe so they are ready to learn in the calm and supportive environment that allows them to flourish and exceed their own expectations.
- children understanding their role and responsibilities within a community; working together and accepting one another in an environment where diversity and inclusion go hand in hand.

We want our children to:

- be committed to learning, to be positive enough to see challenge as an opportunity and mistakes as valuable.
- experience a curriculum that inspires and empowers them to be curious about the world; and to be brave enough to explore ideas and to question why.
- be filled with awe and wonder, to think creatively and use the power of their imagination.

For us it's about togetherness. It's about inspiring a community to achieve success.

Duties and responsibilities

Quality of Education:

HT/Leadership Standards: School Culture, Teaching, Curriculum and Assessment,

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Support the school in achieving its school improvement priorities year on year. .
- Establish and sustain high-quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a meaningful, rich, structured and coherent curriculum
- Establish strong Curriculum leadership and development, strategically manage subject leaders within a team using relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- To maintain an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
- To provide constructive monitoring and feedback to colleagues in a way which recognises good practice and supports their progress against Teachers Standards and appraisal objectives, resulting in a tangible impact on learning.
- To secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.

HT/Leadership Standards: Additional and special educational needs and disabilities

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

Behaviour and Attitudes

HT/Leadership Standards: Behaviour

- Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:
- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- To promote good attendance and punctuality across school working with families and the Inclusion team in order to maintain levels of attendance in line with or better than National (96%) and to continue to reduce rates of PA to be below National.
- To support our whole school inclusive practice, actively promoting our Principles of Be Ready, Be Respectful and Be Safe and embedded Dojo values.
- Encourage high standards of behaviour from pupils, built on a relational approach and high expectations ensure this are clearly demonstrated by all adults in school. Support the school's way of resolving conflict using the restorative approach.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Personal Development

- To promote whole school well-being.
- To embed our school values in order to develop responsible, respectful and active citizens.

Leadership and Management

HT/Leadership Standards: Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- To lead and manage the EYFS provision and the transition from EYFS to KS1.
- To lead our year 1 colleagues in maintaining high standards and expectations across the Key Stage transition.
- To support the school in its mission to create and maintain distribute leadership throughout the school, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- To carry out the professional duties of the Head Teacher in the event of her and the DHTs absence from the school.

HT/Leadership Standards: Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance.
- Lead and manage all staff within EYFS well with due attention to workload.
- Ensure staff team have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.

HT/Leadership Standards: Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing body as appropriate.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status. • Degree. • Professional development in preparation for a leadership role. 	<p>✓</p> <p>✓</p>	<p>✓</p>
Experience	<ul style="list-style-type: none"> • Proven history of Middle or Senior Leadership and management in a school . • Teaching experience within EYFS . • Teaching Experience within KS1. • Involvement in school self-evaluation and development planning. • Demonstrable experience of successful line management and staff development. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Additional Factors	<ul style="list-style-type: none"> • Commitment to the promotion of equality of access and opportunity for both staff and children, to overcome obstacles / barriers to this and to removing practices which are counter to it. • Proven ability to demonstrate commitment to safeguarding and the promotion of safe working practices and the provision of a safe learning environment. To be prepared to go 'above and beyond'. • To be able to support our School vision and values. 	✓ ✓ ✓	
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 28th January 2021

Next review date: January 2022

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____