

JOB DESCRIPTION



Job title:	Assistant Headteacher
Grade:	Leadership L4 – L8
Accountable to:	Headteacher
Place of Work:	Livingstone Road Primary Federation
FTE:	1

Role Remit:

The Assistant Headteacher will contribute to:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Monitor and evaluate the Federation Pupil Premium Strategies with a specific focus on PP attainment and attendance
- Designated Safeguarding Lead and Designated teacher for LAC

The Assistant Headteacher will also have a timetabled teaching commitment of 20% (0.2 FTE), complying with the teachers' standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Executive Headteacher, which would include other teaching duties as required.

Key Responsibilities:

Leadership

- Support the Executive Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Executive Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils

- Lead on agreed whole-school strategies and policy areas
- Build positive relationships with all members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs
- Implement effective line management of delegated staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account
- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Monitor and evaluate the quality of teaching.
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- To co-ordinate the federation's approach to raising the achievement of Pupil Premium children in receipt of Pupil Premium funding and others who are vulnerable

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Work with the governing board as appropriate

Pupil Premium Responsibility

- To research, design and initiate effective intervention strategies to improve academic attainment, progress, attendance and the behaviour of pupil premium children. (*e.g. local and national trends and practice, recommendations by the Education Endowment Foundation) including having responsibility for the strategic and creative planning of proactive strategies
- To assess and evaluate the effectiveness of provision for Pupil Premium and vulnerable pupils and review the action plan as appropriate
- To evaluate the impact of intervention strategies: for example, through pupil voice, data analysis, teacher feedback and parent/carer feedback. To report these findings periodically to FLT with proposals for further action
- To liaise with members of the Federation Leadership Team, Inclusion Lead, Lead Pastoral Care Worker and Attendance Officer, to coordinate support for pupil premium children
- To interact on a professional level with colleagues in order to promote a mutual understanding of identified Pupil Premium and closing the gap priorities, with the aim of improving teaching and learning across the federation, leading to the raising of attainment for pupil premium children
- To provide a summary of pupil progress and strategies for the next academic year for the annual Pupil Premium Report to be published on the school website, as required by the conditions of the Pupil Premium Grant
- To actively engage volunteers and seek organisations to enrich the curriculum provision for all pupils, in particular Pupil Premium

Assessment

- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium
- Plan and implement interventions for those pupils who are not progressing, in particular Pupil Premium pupils
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

Safeguarding

- To undertake the role of a DSL (Designated Safeguarding Lead); encouraging a culture of listening, raising and reacting to ensure all children and staff are safe
- To undertake the role of Designated teacher for looked after and previously looked after children, fulfilling all the statutory requirements of this role
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Alongside the Executive Headteacher, monitor pupil attendance of Pupil Premium children and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies for Pupil Premium children

Other Duties:

At an appropriate level, according to the job role, grade and training received, all employees in the Trust are expected to:

- Support the aims, values, mission and ethos of the Trust and participate to the team approach of the Trust
- Attend and contribute to staff meetings and training days as required, and identify areas of personal practice and experience to develop
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- The post holder at all times, whether or not in the employ of our schools or Trust and except where such information is in the public domain maintain the strictest secrecy with regard to the business affairs of our schools or Trust and its customers/stakeholders, products and product lists
- Be aware of health and safety issues and act in accordance with the Health and Safety Policy
- To liaise with other staff, contractors and outside agencies/organisations as appropriate

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar, and they have appropriate qualifications or received appropriate training to carry out these duties.

PERSON SPECIFICATION

The person specification comprises of:

- Part one - Qualifications, training and experience
- Part two - Qualities and Behaviours: for school leadership now and in the future

Part 1: Qualifications, training and previous experience

Candidate is able to provide pertinent evidence of their previous education, training and experiences	Essential or Desirable
Professional experiences and qualifications: <ol style="list-style-type: none"> 1. Qualified Teacher Status 2. Degree 3. Professional development in preparation for a leadership role 4. Leadership and management experience in a school 5. Teaching experience 6. Involvement in school self-evaluation and development planning 7. Line management experience 8. Experience of contributing to staff development 	E E E D E D E E

Part 2: Qualities and Behaviours

Leadership Qualities and Behaviours: Candidate is able to give significant examples of the ways in which they exhibit the following characteristics	Essential or Desirable
<ol style="list-style-type: none"> 1. Understanding of high-quality teaching, and the ability to model this for others and support others to improve 2. Understanding of school finances 3. Effective communication and interpersonal skills 4. Ability to communicate a vision and inspire others 5. Ability to build effective working relationships 	E D E E E
Has the following personal qualities: <ol style="list-style-type: none"> 6. A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school 7. Ability to work under pressure and prioritise effectively 8. Commitment to maintaining confidentiality at all times 9. Commitment to safeguarding and equality 	E E E E