



Brightwells Academy Trust

Job Description

Job title: Assistant Headteacher at Queen's Manor Primary School (Curriculum and Assessment)

Pay scale: L4 – L7 (£53,414 - £57,003)

Reporting to: Headteacher, Governors and Trustees

MAIN PURPOSE OF THE JOB

- Carry out the professional 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
- Carry out the professional duties of a teacher as required
- Under the overall direction of the Headteacher play a major role:
 - in formulating the aims, 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
- Uphold the ethos, aims and values of Queen's Manor Primary School and Brightwells Academy Trust and ensure that policies and practice are implemented effectively
- Set an example of professional conduct; promote effective teamwork and make positive professional relationships with all staff
- Liaise with the staff in the organisation of staff meetings and INSET; to attend all staff meetings and to lead them when appropriate
- To play a key role in the performance management of staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- To communicate positively and effectively, both orally and in writing, with all stakeholders keeping them updated with necessary information e.g. attending Governors meetings, letters to/ meetings with parents
- To play a full part in the life of the school community, strengthening community links through e.g. attending social and PTA events
- To be confidential about matters arising in school

DUTIES AND RESPONSIBILITIES

Shaping the future

- With the Headteacher and Governors establish and implement an ambitious vision and strategic plan for Queen's Manor
- Assist the Headteacher in the school improvement and school self-evaluation process
- Alongside the Headteacher devise, implement and monitor action plans, policies and systems that support the effective day-to-day running of the school
- Lead by example to motivate and work with others

- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading the Curriculum

- With the Headteacher develop, evaluate and review the quality of teaching and learning
- Through your own excellent practice ensure an ethos of challenge and support where all children can achieve success
- Co-ordinate planning and assessment across the school including tracking for pupil progress, analysis of performance data and target setting and ensure this is used to inform actions which are then evaluated for impact of progress
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Lead the annual appraisal process for all identified support and teaching staff
- Develop and deliver a strategic programme of professional development for all staff including quality coaching and mentoring, in line with school self-evaluation, appraisal objectives and the needs of the staff team
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Work with the Headteacher in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
- Keep abreast of current research, theory, practice and developments

Managing the organisation

- Contribute to regular reviews of school systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and strong systems for internal communication
- Assist the Headteacher in the recruitment and development of excellent staff
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the Senior Leadership Team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Support the staff and Local Governing Board in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Organise and manage specific projects/tasks for which you are accountable

- Work alongside senior staff to monitor teaching and learning, and to provide effective feedback to staff

Strengthening community

- Assist other leaders in developing policies and practice which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with staff, parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in Brightwells and other schools, and external agencies
- Keep the Headteacher aware of pastoral needs of children and staff and assist in the resolution of difficulties and the maintenance of morale

Notes: This job description may be amended at any time in consultation with the post holder.