

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Litchard Primary School
POST:	Assistant Headteacher
GRADE OF POST:	L5-L9
RESPONSIBLE TO:	Headteacher and Deputy Headteacher

JOB PURPOSE:

Work with the Headteacher to provide professional leadership for the school with a focus on PUPIL PROGRESS, which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

Responsible for supporting the headteacher with the effective leadership and management of the whole school and whole school curriculum design, including progress and standards across cross curricular competencies, cross cutting themes and development of data tracking systems.

To support with the leadership of safeguarding and as a deputy safeguarding officer. To work closely with and support the ALNCO with their role.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

KEY RESPONSIBILITIES

All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Professional Standards. Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

General duties and responsibilities:

- To support the Headteacher in the day to day running of the school and take charge in the absence of the deputy headteacher.
- To support the Headteacher in driving school improvement.
- To sustain and further develop the caring ethos of the school.
- To support the ALNCO with their role, including chairing meetings, meeting with parents and other roles deemed appropriate with ALN .
- Undertake additional roles such as lunchtime duties, gate duties etc.

Strategic direction and development of the school:

- Work with the Headteacher and the Governing Body to develop a strategic plan of the school, underpinned by sound financial management and a range of data, which identifies priorities and targets for school improvement.
- Work with the Headteacher to establish commitment to a shared vision for the school; lead by example to inspire and motivate staff, parents, governors and pupils.
- Work with the ALNCO to develop a strategic overview of ALN.

Teaching and learning:

- Ensure that policies and practice within the school are consistent and impact upon children's progress.
- Lead a specific area(s) of the School Improvement Plan.
- To ensure that the curriculum meets the needs of the children, in line with the School Improvement Plan.
- Ensure that pupils in the school develop the skills necessary to meet their learning objectives and they develop as confident self-assured learners.
- Develop effective links with the community, and also with business and industry, to extend the curriculum, and enhance teaching and learning.
- Responsible for supporting the headteacher and deputy headteacher with the effective leadership and management of the whole school and whole school curriculum design, including progress standards across cross curricular competencies, cross cutting themes and data systems. Lead on safeguarding as directed by headteacher and deputy headteacher.

Monitoring and evaluation:

- Monitor and evaluate teaching and learning in terms of progress across the whole school (Steps) to impact upon children's achievement.
- Analyse pupil progress using tracking systems and a wide range of data to set targets and inform school improvement.
- Monitor, evaluate and review the effects of policies, priorities and performance of the school and take appropriate action.

Leading and managing staff:

- Act as a positive role model for professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Hold members of staff to account with regards to following policies and procedures, attainment and progress of pupils and conduct.
- Establish and maintain effective communication systems with teaching and support staff.
- Lead the professional development of staff by providing support and leading INSET/meetings as appropriate.

- Be responsible for the appraisal and performance management of members of staff allocated by the headteacher.
- Provide mentoring and coaching within classrooms to improve teaching and learning. Efficient and effective deployment of staff and resources
- Work with the Headteacher and deputy headteacher to organise staffing and timetables to ensure effective and efficient teaching strategies and the implementation of the School Improvement Plan.

Safeguarding

- Support the headteacher with the implementation of the school's safeguarding policy.
- Liaise with all agencies involved in safeguarding as directed by the headteacher and deputy headteacher.
- Liaise with families as set out in in safeguarding policy and procedures.

Effective communication:

- Ensure that all members of staff within the phase are kept up to date with all policies, procedures, events etc.
- Ensure that parents and pupils are well informed about the curriculum and ensure that channels of communication are used effectively within the school.

Advice to the governing body:

- Provide information, objective advice and support to the governing body to enable them to meet its responsibilities.

Be accountable for school performance:

- Present a clear and accurate account of pupil performance for a range of audiences including governors, the LA, Consortia, Estyn and others

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

Person Specification
Assistant Headteacher
Litchard Primary School

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Full registration with the Education Workforce Council (EWC) • Evidence of recent and relevant professional development related to school leadership, curriculum innovation, or safeguarding 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Proven record of outstanding classroom teaching • Experience of recent/current leadership in a primary setting • Experience of using and analysing data to inform decision-making. • Experience of leading a core area of school development. • Experience of supporting and developing colleagues. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, references and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> Understanding of the Curriculum for Wales and the Four Purposes. Knowledge of effective strategies for inclusion, ALN and safeguarding Experience of working collaboratively as part of a leadership team Ability to inspire, motivate and support staff and pupils Evidence of effective leadership in managing change Ability to lead and manage staff effectively Ability to contribute to strategic planning and implementation Understanding of effective self-evaluation and improvement processes 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Skills and Personal Attributes	<ul style="list-style-type: none"> Excellent interpersonal and communication skills. Commitment to safeguarding and pupil welfare. High levels of integrity, professionalism and resilience 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> • Ability to think strategically and work collaboratively. • Commitment to inclusion, equality and diversity. • Excellent organisational and time management skills. • Ability to use ICT effectively. • Enthusiasm, flexibility and commitment to professional learning. • The ability to greet customers through the medium of Welsh is a requirement for this post. 		