



Assistant headteacher job description

School vision

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Employment details

Job title:	Assistant headteacher
Reports to (job title):	Deputy Headteacher
Salary:	L13-17

Main duties/responsibilities

General duties	
Make strategic evaluations of teaching, learning and personnel issues, acting as a supportive and motivated assistant to the headteacher.	
Undertake the normal responsibilities of a class teacher, as set out in the 'School teachers' pay and conditions document'.	
Be a member of the school's SLT and assist the headteacher to lead the school – supporting and representing the headteacher at meetings as and when required.	
Undertake and take responsibility for duties as delegated by the headteacher.	
Play a key role in reviewing the SDP, and the aims and objectives of the school by:	
	<ul style="list-style-type: none">• Establishing the policies through which they shall be achieved.• Managing staff and resources to fulfil plans, aims and objectives.• Monitoring progress towards their achievement.
Teaching and learning	
Ensure that learning is at the centre of strategic planning and resource allocation by supporting subject leaders in the development and implementation of curricular initiatives.	
Lead and support the teaching and learning of all pupils by promoting models of excellent classroom practice, and coaching, mentoring and supporting self-evaluation for teaching staff.	
Assist in the design, development and implementation of systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children inform planning, evaluate performance, track progress and secure raised achievement across their specified key stages.	
Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.	

Lead by example as a teacher and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
Liaise closely with the relevant members of staff to ensure continuity and progression across age and ability ranges.
Update the headteacher, SLT and governing board on the effectiveness of provision for pupils.
Ensure planning is effectively carried out and that the individual needs of both pupils and staff are being met.
Ensure that classroom environments promote safety and equality, and are stimulating places to learn.
Leadership and management
Support the headteacher in providing a clear direction for the development of the school.
Contribute to establishing the core values of the SLT and assist in making management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP.
Plan, organise and chair meetings as appropriate.
Support, lead, motivate and liaise with teaching staff to ensure that provision is effective, and adjustments are made as necessary to help them meet their personal and professional targets.
Attend parents' evenings and staff meetings, acting as a key leader who is available to discuss any concerns and provide assistance.
Monitor the quality of teaching and learning. including conducting lesson observations and monitoring of planning and scrutiny of pupils' work, ensuring that the appropriate action plans are in place when issues are identified.
Oversee all aspects of the school's organisation and management to ensure that school policies and practices are being delivered.
Develop and maintain positive links and relationships with the community, local businesses and key stakeholders to: <ul style="list-style-type: none"> • Promote a positive image of the school. • Ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.
In partnership with the headteacher, be responsible for the day-to-day management of the school and school community, including recruiting and inducting staff, developing and implementing health and safety policies, etc.
Assist with the implementation of the LA or the governing board's policies and procedures.
Assist with planning timetables for pupils and school staff, ensuring that staff are deployed effectively and proportionately.
Plan, allocate, support and evaluate the work undertaken by all departments, relevant working groups and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
With the headteacher, implement and review the curriculum and its assessment.
Ensure that parents and pupils are well informed about attainment and progress, and about the contribution that they can make to achieve the school's targets for improvement.

Create and maintain an effective partnership with parents to support and improve pupils' achievement and personal development.

Developing self and others

Lead the professional development of all staff through example, support and target setting – providing opportunities for staff to undergo training, as well as undergoing training themselves.

Contribute to the audit of staff development, training needs and the setting of INSET days, reviewing the effectiveness of these in order to improve upon them continuously.

Conduct appraisals of staff, setting targets to assist with improvements and providing positive feedback to promote staff empowerment.

Set appropriate expectations for staff and pupils in relation to achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil progress.