



All Saints C E P School
Job Description for Assistant Headteacher

Job Title:

Assistant Headteacher

Purpose:

- To assist the Headteacher in managing and leading the school as a member of the Senior Leadership Team
- To work effectively within a team of four Assistant Heads to lead the school.
- To lead a Key Stage (either Nursery and Foundation, KS1, LKS2 or UKS2) and core subject across the school and support the drive to improve outcomes for disadvantaged and vulnerable children.
- To teach pupils in the 4– 11 age range (as required) in all aspects of the statutory and the agreed school curriculum.

Responsible to:

The Headteacher, Governing Body

General Duties:

To carry out all duties of a school teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers Standards and school policies.

Key responsibilities as a member of the Senior Leadership Team:

1. To support and promote the school's ethos, aims and core Christian values in order to promote the welfare, progress and continued development of the school and its children
2. As part of the Senior Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
4. To be a Designated Safeguarding Lead for All Saints School (Please read Designated Safeguarding Lead Job Description)
5. To liaise with the SENCo/Inclusion Manager and outside agencies as and when necessary. To share corporate responsibility for the safeguarding, wellbeing and discipline of all children by implementing agreed school policies.
6. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
7. To lead a core subject.
8. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
9. Take an active role in recruitment of staff, as required
10. To identify Continuing Professional Development needs of staff and lead Inset as necessary

11. To monitor the effectiveness of spending and usage of resources with the SLT
12. To work with and report to all stakeholders including parents/carers, Friends of All Saints and governors, as appropriate
12. To take on specific tasks related to the day-to-day administration and organisation of the school as requested by the Headteacher.
13. To take on additional responsibilities which might arise from time to time

Key responsibilities and duties of a Key Stage Leader:

1. To set high expectations and promote high standards of pastoral, social and educational development across the school
2. To lead, co-ordinate and manage effective learning and teaching across the year group
3. To lead in Performance Management objective setting and review meetings
4. To lead, develop and manage the curriculum across the year group
5. To have a significant impact on the educational progress of pupils across the year group
6. To monitor and review impact and identify areas for development across the year group
7. To ensure that creative and stimulating learning environments encourage and facilitate children's development and independence

Key responsibilities and duties of a Subject Leader:

1. To lead, co-ordinate and manage effective learning and teaching across the school
2. To lead and manage a core subject across the school
3. To have a significant impact on the educational progress of pupils in the curriculum subject
4. To monitor and review impact and identify areas for development across the school

Teaching:

1. To teach children in the Primary age range, catering for the ability and the aptitude of all children within classes, through effective planning, preparation of lessons, marking of work and on-going assessment
2. To liaise with parents/carers, providing them with regular updates on their child's learning and progress