



JOB FAMILY	Senior Leadership Role
ROLE	Assistant Headteacher - Responsible for Teaching and Learning
GRADE	L 3 -7

To collaborate with the Headteacher in providing professional leadership for the school that secures its success and improvement, ensuring high quality education for all its pupils and improved standards of learning and achievement.

Main Duties of the Assistant Headteacher

Membership of the Senior Leadership Team.

Undertaking joint leadership of the school with the Headteacher and Deputy Head.

To undertake a regular teaching commitment and be a model of outstanding practice.

To ensure classrooms are kept tidy and purposeful, following the checklist in the teacher handbook.

To take responsibility for aspects of day to day leadership of the school (e.g. timetables and duty rotas, responding to parents, end of day procedures) as directed by the Headteacher.

To ensure that improvements in literacy and numeracy skills of all pupils within the post specification, including those with special educational needs are achieved or exceeded.

To attend and contribute to meetings of the Senior Management Team, the Leadership Team, and other meetings of the staff

To continue to contribute to the development and implementation of a strategic plan for the school's continued development, underpinned by sound financial planning, that identifies priorities as well as achieves high standards and secures progress, as well as increases teacher effectiveness and school improvement by carrying out regular monitoring and providing feedback.

To lead assemblies which express and develop the ethos of the school

To help foster good relations with parents, governors, and the local community etc

To attend parent-teacher meetings and school public functions

As required, to attend meetings of the Governing Body and assist the Headteacher by providing professional advice as appropriate.

To lead a team of teachers and support staff as required.

To act as a team leader for the performance management of other staff.

To work with all staff to achieve consistency in the implementation of policies and procedures

To work with other members of the leadership team to champion the success of a full curriculum experience for children as they progress through the school. To contribute to the monitoring and evaluation of that experience

To act as a lead learner, providing coaching and mentoring for staff to improve their teaching and learning skills.

To support staff with behaviour within the phase and communicate effectively with the Deputy Headteacher and Headteacher and parents.

To support staff by enhancing home/school communication about pupil progress and welfare

Take responsibility for other aspects of whole school leadership as directed by the Headteacher.

Specific jobs to the role

Lead school residential visits as required.

Work with the Deputy Headteacher and Headteacher with the administration of statutory assessment within the phases.

RESPONSIBLE TO: Headteacher