

## **Job Description for Supply Assistant Headteacher**

### **KIRKLEES SUPPLY SERVICE**

#### **Leadership pay spine subject to school size**

RESPONSIBLE TO: Headteacher / KSS

RESPONSIBLE FOR: All teaching and support staff within the school including administrative staff, under the direction of the Headteacher

**You are required to carry out the duties of a schoolteacher as set out in the latest School Teachers' Pay and Conditions document.**

#### **CORE PURPOSE**

Work with and support the headteacher in the internal organisation and management of the school, as prescribed by the Headteacher.

Support the supervision of teaching and support staff in relation to the conditions of service.

Inspire high quality teaching and learning through the modelling of excellent relevant practice meeting all the varied additional needs of pupils at the school.

Contribute to the school's strategic development as a leading member of the school's leadership team.

Support the headteacher in always maintaining and developing the good name of the school, both internally and externally.

#### **KEY AREAS OF ACTIVITY**

##### **1 Leadership and Management**

- 1.1 Take a lead in initiatives, promoting and modelling best practice.
- 1.2 Share responsibility for the school self-evaluation process.
- 1.3 Work with the headteacher and governors in strategic planning and school improvement.
- 1.4 Promote and model the implementation of whole school policies.
- 1.5 Lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned effectively and relevant actions agreed and followed up.
- 1.6 Lead on meeting the additional needs of all identified pupils.
- 1.7 Lead on the assessment of pupil's progress.

##### **2 Staffing**

- 2.1 Contribute to the development of the leadership team deputising for the headteacher when necessary.

- 2.2 Support the headteacher in ensuring proper standards of professional performance and conduct are established and maintained.
- 2.3 Lead on an agreed area of responsibility.
- 2.4 Take an active role in appraisals to identify strengths and areas requiring further development.
- 2.5 Foster good working relationships with staff, ensure effective communication and help promote welfare, morale, and motivation of all staff within the context of Equality and Diversity.
- 2.6 Offer leadership, guidance, and support to staff in relation to teaching and learning and positive behaviour management.
- 2.7 Actively promote the inclusive ethos of the school and provide a professional role model for all staff and support the headteacher in creating and maintaining a school climate that is supportive of staff, pupils, and parents/carers.
- 2.8 Support the headteacher and governing body as appropriate with the selection and recruitment of staff to the school.

### **3 Pupils**

- 3.1 Undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate, broad, and balanced education in line with school policy and legal requirements of the National Curriculum (as determined by the headteacher).
- 3.2 Take responsibility for the welfare of all pupils in the absence of the headteacher/deputy headteacher.
- 3.3 Encourage a consistent, positive, and inclusive approach to the pastoral welfare of all pupils.
- 3.4 Promote the good behaviour of all pupils working with colleagues, parents/carers, and the community.
- 3.5 Set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- 3.6 Actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
- 3.7 Encourage a consistent, positive, and inclusive approach to managing behaviour and pastoral welfare of all pupils.
- 3.8 **Take an active role in supporting all monitoring of pupil progress for all pupils.**

### **4 The Curriculum**

- 4.1 Work with the headteacher to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
- 4.2 Work with the headteacher in curriculum innovation and practice, in monitoring, reviewing, and evaluating the curriculum to ensure that provision expectations and standards are high.
- 4.3 Liaise with the headteacher and leadership team about the production, implementation, evaluation and revision of school organisation, policy, planning, assessment, and moderation.
- 4.4 Keep up to date with new initiatives, professional development, where appropriate, and disseminating information to staff.

- 4.5 Take a role in the programme for collective worship and its delivery in line with schools' approach and practice.

## **5 Resources and Budget**

- 5.1 Be involved in all aspects of the school's development and improvement and assist the headteacher and governors in setting the school's budget in line with the School Development Plan.
- 5.2 In liaison with the headteacher be responsible for a budget relating to a specific area/s.
- 5.3 Advise the headteacher about resources needs as appropriate.

## **6 The Site and Premises**

- 6.1 Be aware of and assist in supporting the Health and Safety policy of the governing body, the local authority, and to advise the headteacher of any known concerns regarding security.
- 6.2 Advise the headteacher of any known concerns and liaise with appropriate agencies as and when necessary, in conjunction with and on behalf of the headteacher.
- 6.3 Take necessary and appropriate action in the absence of the headteacher and deputy headteacher.

## **7 The Governing Body, Parents/Carers, and the Community**

- 7.1 To fully support the life and work of the school.
- 7.2 Be responsible for inclusion in its widest sense, working with parents/carers and the community, liaising local organisations.
- 7.3 Work with the headteacher and develop an effective professional relationship that is beneficial to the school and staff.
- 7.4 To provide information and objective advice and support to the governing body to enable it to meet its responsibilities.
- 7.5 Attend governing body meetings and committee meetings as appropriate.
- 7.6 Support and assist the continued promotion of positive, effective relationships between the school/parents/carers/governors/community/localities.
- 7.7 To ensure that parents/carers and pupils are well-informed about the curriculum, attainment and progress and can understand and contribute to targets for improvement.
- 7.8 Continue to develop and maintain links with appropriate partners, for example, the diocese, the local authority, feeder schools, advisory and support services, and other outside agencies.

## **8 Miscellaneous**

- 8.1 Undertake such other duties and responsibilities of an equivalent nature, as may be determined by the job holder's headteacher from time to time, in consultation with the job holder.
- 8.2 The job holder's duties must at all times be carried out in compliance with the Council's Equality and Diversity Policy and other policies designed to protect employees or service users from harassment.

- 8.3 Take reasonable care of the Health and Safety of self, other persons, and resources whilst at work.
- 8.4 Co-operate with management of the service as far as is necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed, e.g., operate safe working practices.
- 8.5 It is the duty of the job holder not to act in a prejudicial or discriminatory manner towards service users or employees protected characteristics, including gender, disability, race, sexual orientation, gender identity, age, or religion. The job holder should also counteract such practice or behaviour by challenging or reporting it.
- 8.6 As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

## Person Specification for Supply Assistant Headteacher

### KIRKLEES SUPPLY SERVICE

#### Note to applicants

You should provide a high quality, concise letter of application which addresses the following criteria. To be shortlisted candidates will be judged on how well they address the criteria ranked as E.

The end column indicates how the criteria will be identified; Application Form, (A) Interview (I) and/or References (R)

Attribute	Criteria	Rank	How Identified
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Relevant on-going professional development</li> <li>• Involvement in further study and qualification</li> </ul>	E E D	A, I, R
Relevant Experience	<ul style="list-style-type: none"> <li>• A demonstrable record of exemplary classroom teaching in at least one Key Stage</li> <li>• Recent senior leadership experience in the relevant age range, e.g., primary and/or secondary</li> <li>• Experience of teaching in special school settings (FOR SPECIAL SCHOOL ASSISTANT HEADTEACHER POSITIONS ONLY)</li> <li>• Experience of leadership in a curriculum area with a focus on strategies for securing effective learning and positive outcomes</li> <li>• Experience of contributing to whole school self-review and evaluation</li> <li>• Ability to undertake staff appraisal and line management responsibilities</li> </ul>	E E D E E E	A, I, R
Special Knowledge and Skills	<ul style="list-style-type: none"> <li>• Effective interpersonal and communication skills</li> <li>• A clear philosophy of education and the ability to translate it into practice and communicate it effectively to others</li> <li>• A solid understanding of the latest developments and initiatives in education</li> <li>• An understanding of the features of a successful broad and balanced creative curriculum</li> <li>• Ability to use IT as a teaching and learning tool and to aid management processes</li> <li>• Clear understanding of the role of the assistant headteacher</li> <li>• Commitment and ability to raise standards in achievement and behaviour for all pupils</li> <li>• Knowledge of current educational issues and developments</li> <li>• Commitment to Inclusion, Equality, and Special Educational Needs within education</li> </ul>	E E E E E E E E	A, I, R

Leadership and Management Skills	<ul style="list-style-type: none"> <li>• Proven ability to lead, motivate and inspire others</li> <li>• Experience of developing and effectively implementing change and school initiatives</li> <li>• An ability to work co-operatively and collaboratively and to lead or work within a team</li> <li>• Demonstrable organisational skills – able to manage periods of conflicting demands</li> <li>• Able to work to deadlines and targets, set clear objectives and prioritise</li> <li>• Experience of monitoring teaching and learning</li> </ul>	E E E E E D	A, I, R
Personal qualities and Additional Factors	<ul style="list-style-type: none"> <li>• Share and inspire success in pupils</li> <li>• Have vision, energy, and enthusiasm to motivate staff to strive for excellence</li> <li>• An ability to be innovative, initiate new ideas and lead on-going developments</li> <li>• Strong commitment to inclusion and working in partnership with parents/carers, governors, and the community</li> <li>• Adaptability across subjects/ages taught</li> <li>• To have knowledge and understanding of equality issues</li> <li>• Willingness to upkeep and embed Christian vision where appropriate</li> <li>• Willingness to contribute to extra-curricular activities and the whole of school life</li> </ul>	E E E E E E D E	A, I, R
Safeguarding Pupils	<ul style="list-style-type: none"> <li>• Knowledge, understanding, experience of and commitment to Child Protection, safer recruitment and safeguarding policies and procedures</li> <li>• Designated Safeguarding Lead (DSL) trained or willingness to be trained upon appointment</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with pupils</li> <li>• Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.</li> <li>• Fully supportive references</li> </ul>	E E E E	A, I, R