



## Job Description and Person Specification

### Assistant Headteacher - Primary: Culture for Learning

<b>Job Title:</b>	Assistant Headteacher - Primary
<b>Reporting to:</b>	Head of Primary
<b>Reporting Lines:</b>	Class Teachers, Teaching Assistants
<b>Salary:</b>	GH Leadership Scale L2 - L5

#### Job Description

##### Purpose of the post

To support the Executive Head Teacher and Head of Primary in raising attainment and progress across the Primary phase of the school and promoting the vision, ethos, culture and policies. To lead and manage the conditions that enable students to reach the highest educational standards and an ethos which brings out the best in staff and students across the school to ensure continuous improvement.

- To contribute to the overall leadership and management of the Primary Phase and undertake any professional duties that the Head of Primary or Executive Head Teacher reasonably delegates.
- To be responsible for the academic progress and development of all students and work to identify key performance indicators in this regard.
- To evaluate and strengthen policies, systems, and practices for achieving the school's vision, mission, values, and culture.
- To develop the expertise of teachers and support staff.
- To lead staff and manage resources to that end.
- To monitor and evaluate progress towards the achievement of the school's aims and objectives.
- To pay cognisance to all areas of the wider strategic leadership of the school and deputise for the Head of Primary as necessary.
- Ensure that ongoing monitoring and evaluation of teaching and learning improves progress and outcomes of students across the school.

##### Key areas

In carrying out their duties, the Assistant Head shall consult, when appropriate: the Head of Primary, members of the Senior Leadership Team, the Executive Head Teacher, the Governing Board, specific staff teams, the community, and parents/carers.

##### Responsibilities:

- Work towards and support the school's vision and school objectives outlined in the School Development Plan.
- To support the Head of Primary to lead the strategic development of the whole school curriculum, providing direction and guidance informed by up-to-date knowledge of local and national initiatives.

- Support the strategic development of Teaching and Learning so that teachers continue to develop evidence-informed expertise.
- Sustain high-quality evidence-informed teaching across all Key Stages.
- To work alongside the Inclusion Team and Assistant Head Teacher to promote a culture of inclusion which enables all students to access a broad and balanced curriculum.
- Lead valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum.
- To provide effective quality assurance of the school's curriculum Intent, Implementation and Impact.
- Support and challenge curriculum/phase leaders to ensure the curriculum is fit for purpose.
- Develop curriculum leadership, ensuring there is relevant expertise and access to professional networks and communities.
- Raise standards and thereby analyse (and extrapolate key findings from external publications related to) students' results and school performance and present a summary of those findings and development issues to Governors and the Senior Leadership Team
- Work collaboratively with the Head of Primary, Assistant Headteacher, and Assistant Headteacher - Inclusion to lead the overall implementation, monitoring and evaluation of whole-school target-setting / progress of vulnerable groups / student performance systems.
- Work collaboratively with the Deputy Head - Quality of Education in the creation of a whole school CPD programme to develop a culture of continued learning and development across the Primary phase
- Work collaboratively with the Deputy Head - Quality of Education in the intent and implementation of a Performance and Accountability programme for the Primary phase.
- Monitor the progress of cohorts of all students, working with leaders and staff to provide appropriate outcome driven interventions which ensure all students can maximise their potential in all subjects.
- Co-ordinate and provide appropriate support for trainee teachers and ECTs.
- Support Subject Leadership implementation of Self-Evaluation/Performance and Accountability procedures.

**Other duties:**

To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.

**To have line management responsibility involving:**

- Line managing some class teachers and support staff
- Ensuring school policies are implemented.
- Working closely in a solution-focussed coaching role with the staff being line managed in planning for and implementing improvement.

**Along with the Senior Leadership Team, to take responsibility for:**

- Ensuring that communication with parents, students, and staff is positive and that the school has a good reputation in the local community.
- Assisting in the preparation and review of policy documents, leading, in this regard, on areas of responsibility within the Primary phase.
- Attendance at school events as agreed as part of an SLT.

- Assisting in the appointment of staff consistent with the Gildredge House vision, values and 'Safer Recruitment Procedure'.
- Taking assemblies as required.
- Regularly reviewing own practice, setting personal targets, and taking responsibility for own continue professional development.
- Sharing the Gildredge House commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies.
- Ensuring that all duties and services provided are in accordance with school policies and procedures in line with the Staff Code of Conduct/professional expectations.
- Being a key part of the life of the Gildredge House community, to support both the Gildredge House values, mission, and vision, and encouraging students and staff to follow this example.

### **Personal Qualities, Attributes and Qualifications:**

This position requires the following personal qualities and attributes:

- You are an excellent leader, working to improve standards at whole school level.
- You are an excellent leader of students, commanding respect and being a positive presence around the school. At the heart of your work should be to build self-esteem, imbue moral values, and motivate students to do their best.
- You are highly organised and operating efficiently and effectively in all areas of your work.
- You are an excellent communicator with a high degree of emotional intelligence.
- You are an energiser, demonstrating a positive mental attitude around the school and in all areas of your work.
- You have the ability to demonstrate academic ambition for all students with a genuine passion and belief in the potential of every student.
- You are able to work autonomously and be proactive in all areas of responsibility.
- You have the determination to improve standards and outcomes.
- You have high ethical standards.
- You have strong interpersonal, written, and oral communication skills.
- You have the motivation to improve standards and achieve excellence.
- You have the ability to demonstrate honesty and integrity.
- You have the ability to work collaboratively with fellow Senior Leaders and all colleagues across the school.
- You have the ability to communicate effectively, professionally and in a friendly manner with staff, students, parents, and external agencies.
- You are an ambassador for the school in dealing with external persons, and an admired and respected member of the team by internal staff and students.
- You enjoy helping others and are able to resolve any issues in a professional, calm and measured manner.
- You are highly motivated and to have a flexible approach towards work and working hours.

### **Qualification Criteria:**

- Qualified to teach and work in the UK.
- A strong academic track record to degree level and above.
- Hold Qualified Teacher Status (QTS).
- Evidence of ongoing Continuous Professional Development.

All job descriptions may, following consultation with the post holder, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Executive Head Teacher, Heads of School, or the Governing Board, to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors.

## Person Specification - Assistant Head- Primary: Culture for Learning

### Skills Required

Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Able to see through complex strategies from concept to conclusion.	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
High level of classroom teaching skills.	Essential
Excellent written and spoken English.	Essential
Sufficient numeracy to interpret statistical data and manage budgets.	Essential

### Knowledge Base

An awareness of recent important national and research based educational developments.	Essential
A clear understanding of recent developments in teaching and learning, assessment and curriculum.	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	Essential

### Qualifications/Attainment

A well-qualified graduate with Qualified Teaching Status (QTS).	Essential
Evidence of continuous professional development.	Essential
Postgraduate or educational leadership qualification such as NPQSL/NPQH.	Desirable

## Experience

Successful teaching experience with a track record of consistently enabling students to achieve high standards.	Essential
Successful leadership and management experience with proven impact in a school as a senior or middle leader.	Essential
Some experience of strategic planning or of curriculum evaluation.	Desirable
Experience of working across Key Stages.	Desirable
Understanding of change management and experience of successfully leading change.	Essential
Experience in school timetabling.	Desirable
Experience of leadership and management of staff at all levels.	Essential

## Attitude/approach

A sensitivity to the needs of young people.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm, resilience and creativity.	Essential
A willingness to give generously of their time to support school events and activities.	Essential
Commitment to personal development and lifelong learning.	Essential
Ability to enthuse young people.	Essential
Enthusiasm for promotion of the school.	Essential
Tact and diplomacy.	Essential
Approachable and helpful attitude towards colleagues.	Essential
A person who is able to command respect from students.	Essential
Commitment to challenge underperformance and develop strategies and interventions to support colleagues and students.	Essential
Commitment to an 'all-through school' approach to learning.	Essential
Optimistic, with a positive work ethic.	Essential
High level of personal drive – relentless in approach, completer finisher, works at pace.	Essential
Commitment to Equality Diversity and Inclusion in the curriculum.	Essential

<p>Behaviours and expectations:</p> <p>All staff members are expected to adhere to and promote professional standards including the school’s code of conduct and values.</p>	
<p>General:</p> <p>The post holder will be expected to undertake any other duties, commensurate within the grade, at the discretion of the Executive Head Teacher and develop and promote high standards of professional conduct across the whole school.</p> <p>You will be expected to carry out your duties in line with Gildredge House policies, procedures, and relevant legislation.</p> <p>You will be expected to attend and participate in a wide variety of meetings as well as training and development activities to support the school and your own professional development.</p> <p>As part of your wider duties and responsibilities you will be required to promote and actively support the school’s responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.</p> <p>The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.</p>	