

## **JOB DESCRIPTION: ASSISTANT HEADTEACHER**

<b>Job Title</b>	<b>Assistant Headteacher</b>
<b>School</b>	<b>Brentfield Primary School</b>
<b>Location</b>	<b>41-43 Meadow Garth Road, NW10 0SL</b>
<b>Grade</b>	<b>L3-8 depending on experience</b>
<b>Reports to</b>	<b>Headteacher</b>
<b>Staffing Responsibility</b>	<b>Teachers and Support Staff in EYFS and KS 1</b>

### **PAY RANGE**

- Leadership Spine 3-8

### **RESPONSIBLE TO**

- The Headteacher

### **RESPONSIBILITY FOR – As directed by the Headteacher**

- As an Assistant Headteacher you will be expected to fulfil the professional duties of a Teacher as set out in the School Teachers Pay and Conditions document.
- You will also be required to undertake a range of operational and strategic responsibilities as indicated. The list below is neither exhaustive nor prescriptive.
- You will play a major role, under the overall direction of the Headteacher in:

### **SHAPING THE FUTURE**

The AHT will be a visionary leader who will:

- Contribute to and communicate the school's shared vision
- Contribute to the identification of key areas of strength in the school as well as those to develop
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations
- Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account.
- Drawing on research and educational developments to improve practice at Brentfield Primary School.

## **LEADING ACHIEVEMENT**

The AHT will be an outstanding practitioner who will:

- Be responsible for leading Maths, Science and Computing including AI across the school.
- Improve the standards of teaching and learning through modelling excellence in teaching and learning, upskilling teachers through support and providing effective and efficient feedback to move learning on.
- Share responsibility for improvements and interventions are implemented based on learning conversations and data
- Provide support for staff in improving their classroom practice and improving outcomes for all children
- Lead and support strategies to promote the very highest standards of behaviour
- Promote the use of modern technologies to enhance and extend pupils' learning
- Monitor and evaluate classroom practice, providing effective and efficient feedback to move learning on
- Challenge underperformance at all levels, securing corrective action, follow up and support

## **DEVELOPING SELF AND OTHERS**

The AHT will be reflective, collaborative and:-

- Be a role model for the whole school community, setting high professional standards and supporting the vision, ethos and culture of the school
- Maintain effective strategies and procedures for staff Induction
- Treat people fairly, equitably and with dignity and respect
- Manage own workload and that of others to allow for an appropriate work/life balance
- Will be self-reflective, review own practice, set personal targets and take responsibility for their own personal development
- Set high expectations of your own performance and that of others
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Engage in relevant professional development as appropriate

## **MANAGING WITHIN THE ORGANISATION**

The AHT will be an excellent manager who will:

- Produce and implement clear evidence-based improvement plans and policies to develop school improvement
- Liaise with the Governing Body as appropriate
- Take responsibility for the appraisal of identified staff
- Ensure resources are used effectively and efficiently so that the school demonstrates value for money

## **SECURING ACCOUNTABILITY**

The AHT will:

- Ensure that staff are appropriately held to account and that pupil progress is not hampered by inadequate provision
- Present a coherent and accurate account of performance within your subject areas to the headteacher
- Ensure Quality Assurance systems in the school are followed
- Support staff in understanding their own accountability
- Develop a shared ethos around corporate responsibility for outcomes

## **STRENGTHENING COMMUNITY**

The AHT will appreciate the value of a strong community and be able to:

- Promote equal opportunities and challenge all forms of prejudice
- Develop and sustain effective partnerships with parents / carers
- Embrace and celebrate diversity in all forms through a variety of curricular and learning opportunities
- Ensure that communication between school and home is effective

## **SAFEGUARDING**

- The AHT will be fully committed to the safeguarding and promoting of the welfare of children and young people in every regard