



SHEPHERD PRIMARY SCHOOL JOB DESCRIPTION



NAME:

JOB TITLE: Assistant Headteacher

REPORTS TO: Head Teacher

SALARY RANGE: Leadership Scale

START DATE: January 2027

This job description should be read in conjunction with the National Conditions of Employment for Teachers.

The full range of duties and responsibilities for Assistant Headteacher's is contained in the current edition of the School Teachers' Pay and Conditions Document published in accordance with the School Teachers' Pay and Conditions Act. This document seeks to place this range of duties and responsibilities within the context of Shepherd Primary School.

In carrying out these duties, the post holder will consult, as appropriate, with the various stakeholders including the Headteacher and staff, Governors, the Local Authority, children, their parents/carers, outside agencies and the wider school community.

Main purpose of the job

On a full-time basis to:

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*
<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions> including the conditions of employment for Assistant Headteachers and the school's own policy
- Under the overall direction of the Headteacher play a major role:
 - in supporting and developing the aims and objectives of the school and establishing the policies through which they are to be achieved
 - in sharing responsibility for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - in proactively managing staff and resources
- Take on the responsibilities of the Headteacher as agreed and appropriate in the absence of the Headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as a Deputy DSL
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

Shaping the future

- Support the Headteacher and Governors in establishing an ambitious vision and ethos for the future of the school

- Play a role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of the School Development Plan, action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher as a member of the Senior Leadership Team, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading of Curriculum, Teaching and Learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff appraisal
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Contribute to the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment and the development of a broad and balanced curriculum for all pupils
- As a member of the Senior Leadership Team, contribute to the management of the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- As a member of the Senior Leadership Team, monitor and evaluate the quality of teaching and learning taking place throughout the school, including learning walks, to ensure a consistently high quality
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning
- To take responsibility for co-ordination of one or more subjects, as required

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school, as required
- Act as an induction co-ordinator for ECTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
Take responsibility and accountability for identified areas of leadership (to be agreed)
- As a member of the Senior Leadership Team, ensure an appropriate programme of professional development for staff, in line with the school development plan and appraisal, including coaching and mentoring as appropriate
- As a member of the Senior Leadership Team, lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met

- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues
- Be a proactive and effective member of the Senior Leadership Team. Attend meetings of the Senior Leadership Team
- Contribute to the day-to-day effective organisation and running of the school
- Be directly involved in the appointment process for support and teaching staff
- To undertake any professional duties, reasonably delegated by the Headteacher

Securing accountability

- Support the staff and Governing Body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- As a member of the Senior Leadership Team, develop the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Attend, organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Signed.....

Date.....