



## George Street Primary School

### JOB DESCRIPTION

**JOB DESCRIPTION:** Assistant Headteacher

**SALARY RANGE:** Leadership 1 - 5

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

#### Core purpose

- To be an outstanding practitioner, serving as a role model for colleagues
- As the Assistant Headteacher of the school, to share in the leadership and the corporate responsibility of the school
- As part of the SLT, lead the school in the policies and practices of continuous school improvement and staff development.

#### KEY AREAS OF ACTIVITY

##### Strategic direction and development of the school – to:

*With the headteacher and SLT:*

- support and secure the commitment of others to the vision, ethos, direction and policies of the school which secure effective teaching, successful learning and achievement by pupils and prepare them for the opportunities and responsibilities of adult life;
- help lead and manage the creation and implementation of a strategic plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;
- support all staff in achieving the priorities and targets of the school and monitor the progress of those which relate to George Street Primary School;
- support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on George Street Primary School;
- ensure that parents are well informed about the curriculum, targets, children's progress and attainment at George Street Primary School;
- develop links with parents of children in the school.

##### Teaching and Learning – to:

*With the headteacher and SLT:*

- determine, organise and implement the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement;
- be responsible for ensuring that improvements in the core subjects are priority targets for KS2 pupils;
- establish a learning environment that helps pupils develop study skills in order to learn more effectively and with increasing independence;
- take responsibility for the development and monitoring of the curriculum

provision within the designated Key Stage, liaising effectively and appropriately with other staff members; support the headteacher in the monitoring of the quality of teaching and children's achievements, including the analysis of performance data;

- take the lead in the day to day behaviour management of all pupils in school

### **Leadership and Management – to:**

*With the headteacher and SLT:*

- lead other staff members in effective School Self Evaluation
- lead other staff members in developing positive working relationships with and between all pupils and staff in George Street Primary School;
- lead groups of staff in development activities and evaluate outcomes;
- support the performance management process as required and use the process to develop personal and professional effectiveness;
- provide support to newly qualified teachers, supply teachers, teachers and teaching assistants who may be new to the school;
- identify and plan appropriate INSET for all staff ensure that the headteacher and governors are well informed about policies, plans and priorities, its success in meeting objectives and targets, and any future development needs.

### **Effective deployment of staff and resources – to:**

*With the headteacher and SLT:*

- support the deployment of staff and support those staff in their duties;
- establish priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

### **General – to:**

*With the headteacher and SLT:*

- take on specific tasks related to the day to day administration and organisation of the school as requested by the headteacher;
- take on any additional responsibilities which might from time to time be determined; create and maintain positive and supportive relationships with staff, parents and the PTA and governors;
- engage with appropriate training opportunities to promote professional effectiveness in this role.

### **Entitlements:**

The Senior Leadership Team and Governing Body are fully committed to ensuring the professional effectiveness of the teacher in this role through:

- the provision of leadership time;
- support for the provision of professional development opportunities;

- At least five paid days of internal high quality INSET, to be arranged to suit your personal development needs and the needs of the school, in line with the priorities set out in the School Plan;
- Annual Performance Appraisal conducted by the members of the Senior Leadership Team and an annual review of your job description
- Other appropriate external INSET for your professional development in line with the principles of school self evaluation and the priorities identified in the School Improvement Plan; including networking with partner schools and the Wroxham Alliance

**Note:**

This job description is underpinned by delivery against focused, specific and measurable performance objectives that are discussed and agreed at the start of employment and reviewed continuously throughout the school year especially at the time of each performance review.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed at least annually as part of the Performance Appraisal process.

**Signature of post holder** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**Signature of headteacher** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_