



Norton St Nicholas CofE (VA) Primary School

*Norton Road, Norton, Letchworth Garden City,
Hertfordshire SG6 1AG.*



Headteacher: Mr A Brown

tel: 01462 623322

e-mail: admin@stnicholas23.herts.sch.uk

Website: www.stnicholas23.herts.sch.uk

Job Description – Assistant Headteacher

This job description should be read in conjunction with School Teachers' Pay and Conditions Document 2011 and Guidance on School Teachers' Pay and Conditions (DfE Sept 2020).

Core purpose

- Undertake the normal responsibilities of the class teacher
- Be a member of the Senior Leadership Team
- Assist the Headteacher and other Assistant Headteacher in managing the school
- Undertake the professional duties of the Headteacher if the Headteacher is absent
- To share in the leadership and the corporate responsibility of the school
- To lead the school in the policies and practices of continuous school improvement and staff development
- To take a strategic lead in key areas of school improvement and curriculum development
- To undertake, in the absence of the Headteacher, the professional duties of the Headteacher, including being DSP for Child Protection.
- Undertake such duties as are delegated by the Headteacher

Specific responsibilities

Strategic direction and development of the school

With the Headteacher:

- To help to formulate the aims and objectives of the school and policies for their implementation
- To lead the school in embedding clearly its vision, values, ethos and ambitions
- To monitor, maintain and develop the school's INSET and training programmes
- To keep up to date with and share knowledge of current issues in education
- To contribute to effective school self-evaluation and improvement planning
- To assist in discussion and development of the School Development Plan
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them.

Teaching and Learning

- To be a consistently good or outstanding role model as a class teacher
- To play a major role in the development of high quality teaching and learning throughout the school so that progress throughout the school is consistently good
- To work with the Headteacher to ensure that the school takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum
- To work with the Headteacher to ensure the on-going monitoring and regular evaluation and development of the curriculum
- To be a curriculum subject leader.

Leadership and Management

- To play an active role in the leadership of the school, attending Senior Leadership Team meetings and developing the potential for leadership in others
- To act as a line-manager and effectively performance manage a group of staff
- To challenge and support teachers and support staff in developing professionally
- To deal promptly and effectively with any poor performance of staff or pupils
- To work with the Headteacher on the appointment and management of staff
- To ensure her/his own continuing professional development
- To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources
- To work with the leadership team to present an accurate and coherent account of the school's performance based on thorough and rigorous school self-evaluation to a range of audiences
- To lead staff INSET and staff meetings where appropriate
- To be able to stimulate children and colleagues by a positive, active and supportive attitude.

Community development and Pastoral Care

- To fully support all aspects of the life and work of the school
- To promote and safeguard the welfare of children and young people
- To implement policies and procedures
- To promote high standards of staff conduct and pupil behaviour
- To ensure that a high standard of care for all children is maintained through a commitment to the Hertfordshire STEPS approach to behaviour management and through putting children's wellbeing at the core of their learning
- To develop and maintain positive and effective relationships and involvement with all stakeholders including, parents and carers, governors and other community partners
- To support fully the school's work in developing a productive partnership with the Diocese, LA and a range of other partners
- To work with the Headteacher and SENDCo to promote and engage in effective integrated practice, to include common assessment framework processes
- To support the school's work to promote equal opportunities and tackle discrimination.

This job description will be reviewed at least annually as part of your performance management programme. The Headteacher will conduct your Performance Management.

Assistant Headteachers will have access to a range of professional development activities, for example leadership conferences, support groups and appropriate training.

This post is class based; it is a full-time position that will involve between 0.7/0.8 teaching with the remaining time used to fulfil the leadership responsibilities of the role and allow for PPA time.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may, after consultation with the post holder, vary the duties from time to time without changing their character or the level of responsibility involved.

Signed: _____
(Assistant Headteacher)

Date _____

Signed: _____
(Headteacher)

Date _____