

## **Holly Hill Methodist/Church of England (Aided) Infant & Nursery School**

### **Job Description**

**Job title:** Assistant Head Teacher

**Salary:** L3-7

**Contract type:** Permanent

**Reporting to:** Head teacher

#### **Main purpose**

The assistant headteacher, under the direction of the headteacher, will take a role in:

- Developing our Christian purpose within the heart of the community
- Formulating the aims and objectives of the school in line with the vision
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Safeguard and promote the wellbeing of the school community

The assistant headteacher will also have a teaching commitment commensurate with the needs of the school. complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the headteacher.

#### **Duties and responsibilities**

##### **Leadership**

Under the direction of the headteacher or deputy headteacher:

- Support the headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the headteacher's strategic leadership
- Lead by example the leadership and school values
- Focus on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

##### **Managing staff**

Under the direction of the headteacher or deputy headteacher:

- Assist with the selection and recruitment of new teaching staff

- Performance manage staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Uphold the school ethos in line with the school vision and values
- Commit to their own professional development, proactively identifying development opportunities

### **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Support other schools in developing best practice

### **Systems and processes**

Under the direction of the headteacher or deputy headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### **Other responsibilities**

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• Professional development in preparation for a leadership role</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Leadership and management experience in a school</li><li>• Teaching experience (<i>minimum 5 years</i>)</li><li>• Involvement in school self-evaluation and development planning</li><li>• Line management experience</li><li>• Experience of contributing to staff development</li><li>• Church school experience including teaching of Religious Education and Collective Worship</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Effective quality first teaching, and the ability to model this for others</li><li>• Coaching and mentoring to raise standards</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li><li>• Expert knowledge of the curriculum and how it progresses through EYFS/KS1</li><li>• Effective use of data</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

This job description may be amended at any time in consultation with the postholder.

**Headteacher's signature:**

**Date:**

**Postholder's signature:**

**Date:**