

Assistant Headteacher – Maternity Cover			
Salary scale	L1-L5	Post details	Temporary
Closing Date	Noon on 24 <sup>th</sup> March 2025	Interview date	31 <sup>st</sup> March 2025
Start date	1 <sup>st</sup> September 2025	Accountable to	Headteacher

All teachers are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions Document. These detail the professional and particular duties required of teachers, together with requirements for management time, working time, guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.

The Assistant Headteacher is expected to contribute to a strategic view for the school in its community and to analyse and plan for its future needs and further development within the local, national and international context by;

- Working within the Senior Leadership Team to sustain high expectations and excellent practice in teaching and learning throughout the school
- Contributing to the process of SEF writing and production of the School Development Plan
- Monitoring and evaluating the quality of teaching and standards of pupils' achievement through data analysis and set targets for improvement for all learners
- Working alongside the Headteacher and staff to maximise the full potential of all pupils
- Ensuring support staff and PPA staff are deployed effectively
- Ensuring that the core skills across the school are maintained to a high standard
- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Leading and supporting subject leaders so that the curriculum is exciting, challenging and meets the needs and interests of our children
- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement, including his/her own continual professional development
- Supporting the Headteacher with support staff appraisals
- Supporting the Headteacher in providing high quality staff training
- Supporting the Headteacher with the management and induction of new staff
- Supporting, promoting and developing the Church School ethos
- Playing a full part in the planning and organisation of school activities, functions and events; including an active involvement in the extra-curricular life of the school
- Being one of the deputy designated leads in the school for safeguarding
- Organising and holding meetings when required with outside agencies
- Taking a role in our local network of schools and other partnerships, leading or attending appropriate meetings
- Leading collective worship on a regular basis
- Carrying out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation.

This job description will be supported by the School Development Plan which will identify key distinct tasks and responsibilities for the Assistant Headteacher in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The post holder's duties must be carried out in compliance with the school's policies and procedures including child protection procedures and the Council's Equal Opportunities Policy, Financial Regulations and Standing Orders, the Health and Safety at Work Act (1974), and subsequent health and safety legislation. These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate

with the grading of the post. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification – Assistant Headteacher		
Category	Selection Criteria: Essential	Selection Criteria: Desirable
Qualifications	Qualified Teacher Status	
	Evidence of continuing professional development and keeping abreast of local and national change	
Knowledge and Experience	Ability to demonstrate vision and strategic leadership of a core subject area/key stage, including experience of monitoring and evaluating in order to inform an action plan or SDP.	
	Evidence of being exemplary class teacher	Experience of middle leadership
	Success in teaching a class full time with at least 5 years teaching experience	
	Excellent interpersonal, communication and organisational skills	Experience of working with other schools, organisations and outside agencies
	Ability to lead and support other staff within the school which impacts on standards and achievements	Knowledge of Health and Safety requirements in schools
	Proven success in raising standards	Experience in monitoring progress and attainment across a keystage
	Thorough understanding of safeguarding children	Experience of successfully mentoring others
	The ability to interpret data reflectively in order to identify and action the areas for development and to monitor the impact of these	
	Knowledge of a range of strategies to raise standards/pupil achievement	
	Experience of using data to set targets for improvement and to monitor progress	
	Experience of working with children with Special Educational Needs	
	Experience in monitoring and evaluating curriculum delivery	
	Experience of leading staff development/training; experience of observing lessons and giving accurate and constructive feedback to colleagues	
	Ability to manage a high workload and conflicting priorities	
	Ability to provide a caring, co-operative atmosphere for children and	

<b>School Ethos</b>	staff to create a challenging, disciplined and effective learning environment with high expectations for all	
	Willingness to support and promote the Christian ethos of the school	

<b>Relationships</b>	Ability and willingness to work collaboratively and supportively within the school team, making positive contributions to school improvement	
	Experience of working with and developing links with parents, governors and the wider community and ability to empathise with the points of view of others	
	Enthusiastic, dedicated, sympathetic and approachable with a sense of humour	
	Ability to inspire confidence, respect and openness	
	Ability to work as part of a team as well as using own initiative	
	A commitment to school improvement and to developing own professional skills	
	IT literacy	
	Ability to show a committed, professional and loyal attitude to the school, openly modelling its aims and values at all times	
	Ability to undertake the responsibility of the day-to-day management of the school, in the absence of the Headteacher	
	Ability to use and understand discretion, confidentiality and professionalism as a leader and role model	