

**Rowledge C of E
Primary School**



**Achievement
For All**

Assistant Headteacher Job Description
Rowledge C of E Voluntary Aided School

JOB TITLE: Assistant Headteacher

ACCOUNTABLE TO: The Headteacher and Governors

The Assistant Headteacher will:

- Assist and support the Headteacher in managing the school
- Support and represent the Headteacher as and when required
- Support the well-being of the staff, children and parents
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Strategic Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement
- Be a member of the senior management team (SLT)
- Undertake the normal responsibilities of the class teacher when class based

MAIN TASKS:

The specific nature and balance of these responsibilities will vary according to the needs of the school.

1. The internal organisation, management and control of the school

To contribute to:

- Fulfilling the school's Vision
- Maintaining and developing the Christian ethos, values and overall purposes of the school
- A strategic plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school and its achievements as a Church school
- Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines
- Demonstrating effective leadership, representation and liaison both within the school and other interested or involved persons or bodies
- Maintaining good relationships with all stakeholders

2. Curriculum Development

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies and their implementation
- Ensuring that the learning and teaching provided by all teachers form a co-ordinated, coherent curriculum entitlement for individuals, including those with special educational needs
- Ensuring that the Diocesan policy on Religious Education is fulfilled in order to meet the requirements of SIAMS
- Ensuring arrangements for the daily act of collective worship and the spiritual life of the school
- Providing a curriculum for the spiritual, moral, social and cultural development of all pupils in line with the distinctive Christian nature, purpose and aims of the school
- Providing high quality personal, social, health education and citizenship in accordance with the teachings and doctrines of the Church
- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims and Christian ethos of the school

3. Pupil care

To contribute to:

- The safeguarding of all children as a deputy designated safeguarding officer (DSL)
- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance in accordance with the teachings of the Church
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct/discipline and a proper regard for authority, the encouragement of good behaviour and commitment to the common good
- The development among pupils of self-discipline
- The handling of individual disciplinary cases

4. The management of Staff

To contribute to:

- The effective induction of staff
- The selection and deployment of teaching and non-teaching staff of the school
- Good management practice by ensuring positive staff participation, effective communication and procedures
- Arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- Staff development policies appropriate to the Christian nature of the school in relation to:

- The provision of professional advice and support and the identification of training needs
- Managing students under training/work experience

5. The management of resources

To contribute to:

- The formulation of school policies and procedures concerning resource management in accordance with the SSP
- Allocation, control and account of financial materials
- Promoting an attractive & purposeful environment, which stimulates learning, enhances the appearance of the school and expresses its Christian identity
- Arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety
Maintaining effective working relationships with external agencies and services contracted to the school and the Authority

6. Relationships

To contribute to:

- Assisting the governing body as required in the exercising of its functions including attending meetings and making reports
- Liaison and co-operation with Diocesan and Authority officers and support services
- Maintaining and developing effective communications and links with parents, as the prime educators, and to provide positive responses to concerns and problems regarding their children's education
- Liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development
- Developing and maintain positive links and relationships with the parish community, local organisations and employers
- Promoting a positive image of the school
- Ensuring that the school plays a constructive role in the life of the parish and community and that its curriculum draws on the nature and resources of that community

➤ **Class teacher responsibilities (three days a week)**

- ✓ To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- ✓ To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

