

*Happy Learners, Aiming High*

***Caldecott Primary School is committed to safeguarding  
and promoting the welfare of children.***

**Job Title:** Assistant Headteacher  
**School:** Caldecott Primary School  
**Responsible to:** Headteacher

This job description should be read in conjunction with the current School Teachers Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher; and the Headteacher will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually, and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

### **Main Purpose**

The assistant headteacher will support the headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a part-time teaching commitment complying with the Teachers' Standards and modelling best practice for others.

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

### **School Culture and Behaviour**

Under the direction of the headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Support the headteacher to encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

### **Teaching, Curriculum and Assessment**

Under the direction of the headteacher, the assistant headteacher will:

- Lead and model high quality teaching across subject and phases, ensuring excellence in adaptive teaching.
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read
- Support the headteacher in leading the design and mapping of the curriculum, ensuring appropriate sequencing and a broad and balanced curriculum for all.
- Track and analyse pupil performance data, paying particular attention to pupils who:
  - Are eligible for the pupil premium
  - Have SEN and/or disabilities
  - Speak English as an additional language (EAL)
- Support teachers to plan and implement interventions for pupils who aren't progressing

### **Organisational Management and School Improvement**

Under the direction of the headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- To make arrangements for cover and the employment of supply staff during staff absence, when this is necessary;

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- To arrange and organise rotas and replacements, and appropriate timetables for whole school needs;

### **Staff Management and Professional Development**

Under the direction of the headteacher, the assistant headteacher will:

- Line manage a team of staff, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Arrange and support induction of new teachers to the school
- Collaborate and network with others within and beyond the school;
- Challenge, influence and motivate others to attain high goals;
- Give and receive effective feedback and act to improve personal performance.

### **Governance, Accountability and Working in Partnership**

Under the direction of the headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Health and Safety Requirements (applies to all employees):**

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements;
- Report all defects on the maintenance forms and return them to the office;
- Complete the action risk assessments for all potentially hazardous on/off site activities;
- Use, but not misuse things provided for your health, safety and welfare;
- Do not undertake unsafe acts;

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- Inform employer of any “Near-Misses”;
- Be familiar with the emergency action plans for fire, first aid, bomb security and off site issues;
- Raise health and safety issues with pupils.

**Safeguarding Requirements (applies to all employees):**

- Have due regard for safeguarding and promoting the welfare of children and young people.
- Follow all associated child protection and safeguarding policies as adopted by the school/local authority (LA).

To undertake any other duties, not already specified, which the Headteacher may reasonably require.

**Signed:**

**Agreed:**

**Date:**