



## ASSISTANT HEADTEACHER- JOB DESCRIPTION

### Ellen Wilkinson Primary School & Children's Centre

#### **Main Purpose**

The Assistant Headteacher, under the direction of the Headteacher, will be part of the Senior Leadership Team and take a role in:

- Formulating the vision, values, aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Assisting in development, delivery and evaluation of the school development plan.
- Managing staff and resources to that end
- Monitoring and evaluating progress towards the achievement of the school's aims and objectives to inform future school improvement.
- Ensuring every child's needs are met in order to fulfil their potential regardless of their starting points
- Ensuring statutory responsibilities of the school are met
- Supporting the effective running of the Children's Centre in order to deliver Newham's Best Start in Life
- Have a minimum of 0.5 teaching commitment.

#### **Duties and responsibilities**

##### **Leadership**

As part of the Senior Leadership Team will:

- Support the Headteacher and Deputy 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, focusing 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
- Deputise for the Headteacher/Deputy in their absence. This is not a caretaker role, and has full authority to make decisions as required.

##### **Managing staff**

As part of the Senior Leadership Team will:

- Assist with the selection and recruitment of new staff
- Support development of middle leaders, including providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- 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
- Establish a positive ethos in the school and maintain a high standard of discipline and conduct.

##### **Systems and processes**

As part of the Senior Leadership Team will:

- 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 (this includes being part of the Safeguarding Team)
- 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
- Be responsible for supervising the lunch break in conjunction with other members of SLT. On these and other occasions the importance of the need for the Assistant to have a reasonable break is recognised.

**The above duties are neither exclusive nor exhaustive and the Postholder may be required to carry out such other appropriate duties as may be required by the Headteacher within the competence of the Postholder.**