



LADDINGFORD ST MARY'S
Church of England Primary School
Darman Lane, Laddingford, Kent, ME18 6BL

Mrs Lucy Clark
Headteacher
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'Welcoming everyone, building foundations, leaving no-one behind'

Job Description – Assistant Headteacher

Job details

Salary: L1 – L3

Contract type: Full time

Reporting to: Headteacher

Responsible for: Teaching, Learning and Assessment

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 timetabled teaching commitment of 60%, 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.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Promote the Christian ethos of the school
- Ensure the safeguarding and wellbeing of pupils
- Work in partnership with a range of professionals, including other schools

Duties and responsibilities

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



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- 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
- 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:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence-based research
- 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

Additional and special educational needs and disabilities (SEND)

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

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Have an up to date and relevant knowledge of the Mainstream Core Standards

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 curriculum specific budgets and resources, including Sports and Pupil Premium
- 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

Staff management and professional development

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

- Support the process of performance-management of learning support staff, including carrying out appraisals and holding staff to account for their performance



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- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy 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

Other areas of responsibility

Curriculum

The assistant headteacher will:

- Lead a core curriculum subject, provide regular professional development opportunities for all staff and ensure the subject is effectively monitored
- Co-ordinate with outside agencies to ensure the wider curriculum offer is of upmost effectiveness and ensure that in school curriculum enrichment, offered by specialists, runs efficiently and effectively.

Assessment

The assistant headteacher will:

- Work closely with the Headteacher to develop the whole-school assessment strategy, ensuring it's rigorous, well-evidenced and is easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- Plan and implement interventions for those pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Pastoral

The assistant headteacher will:

- Lead School Council, ensuring that pupils feel they have a role in school development
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team (SLT)



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Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role, such as an NPQ• Designated Safeguarding Lead training - desirable
Experience	<ul style="list-style-type: none">• Leadership and management experience in a school - desirable• Teaching experience, ideally across a range of year groups• Involvement in school self-evaluation and development planning• Line-management experience• Core curriculum subject leadership• Basic experience leading a budget – e.g. curriculum budget
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of assessment systems• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position