



Athelstan Primary School

<b>Salary range:</b>	<b>Group: 4</b> <b>ISR: L6 - L10 (£53,380 - £58,959)</b>
<b>Role of the Assistant Head teacher:</b>	An Assistant Headteacher, in addition to carrying out the professional duties of a teacher, must play a major role under the overall direction of the head teacher in: <ul style="list-style-type: none"> <li>● formulating the aims and objectives of the school;</li> <li>● establishing the policies through which they are to be achieved;</li> <li>● managing staff and resources to that end;</li> <li>● monitoring progress towards their achievement;</li> </ul> and undertake any professional duties of the headteacher reasonably delegated by the head teacher.
<b>Responsible to:</b>	The Head teacher and the Governing Body of the school.
<b>Responsible for:</b>	The leadership of EYFS, Y1 and Y2, including the management of teaching and support staff in Key Stage 1 and its children.
<b>The Assistant Head teacher will be expected to work with the Head teacher to:</b>	<ul style="list-style-type: none"> <li>● Fulfill all the requirements and duties set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Head teacher.</li> <li>● Assist the SENCo in their work with EYFS and KS1.</li> <li>● Assist the Safeguarding Lead in attending meetings and working with outside agencies.</li> <li>● Achieve any performance criteria, objectives or targets agreed with or set by the School's Governing Body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.</li> <li>● Understand fully the current legal requirements, national and local policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and ensure that all requirements are met.</li> </ul>

## About Us

**Do you want to work in a happy school?**

**Do you want to work in a school where staff wellbeing is high on the agenda?**

**Do you want to work in a school where staff are supported to be the best they can be?**

**We are an Ofsted-graded good school, but the quality of our work is well beyond 'good'.**

**We believe our school is extraordinary.**

**Our curriculum is exceptional, honed by the work of our talented staff. It is tailored for our pupils, who come from a very mixed socio-economic profile of families, which means that we have a wonderful diversity across school. We cannot wait to show you the amazing way that our pupils respond to a combination of structured learning and highly competent delivery, both in the classroom and around school.**

**All members of our community share our values and it would be fair to say that our school is built on mutual respect, care and support.**

### Our Vision

**A place to THRIVE**

**At Athelstan Primary School, our children are at the very heart of everything we do.**

**Everyone is an essential part of the Team**

**We have the Highest expectations of all in our school community**

**We will build Resilience in our children**

**Every child will be Inspired by an active and engaging curriculum**

**We want children to Value their experiences with us**

**We will Empower children to contribute positively to society**

**In return we offer:**

- **A happy working environment**
- **A supportive school where everyone is valued and cared for.**
- **Opportunities to develop professionally.**
- **A school dedicated to caring for staff well-being.**
- **We have a feedback policy, which is designed so that teachers don't spend hours unnecessarily marking but instead they use their time to plan exciting lessons, to discuss the best way to teach a topic and take part in CPD.**

## Job Description

### **Main purpose**

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- 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 the achievement of the school's aims and objectives
- Supporting / Coaching colleagues with best practice

They may also be required to undertake any of the duties delegated from the Headteacher.

### **Duties and responsibilities**

#### **Leadership**

Under the direction of the Headteacher or Deputy Headteacher:

- 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
- Assist the SENCo in their work with EYFS and KS1.
- Assist the Safeguarding Lead in attending meetings and working with outside agencies.
- Lead on improving attendance in EYFS & KS1
- Lead on transition to Athelstan and transition within the school.

#### **Managing staff**

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account for 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

## **Systems and processes**

Under the direction of the Headteacher or Deputy Headteacher:

- 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
- 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

## Person Specification (Assistant Head Teacher)

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification.

### Qualification and experience

#### Candidates should have:

1	Qualified Teacher Status (QTS)
2	Experience across Early Years and KS1
3	Evidence of recent leadership experience that has contributed to school self-evaluation and the development of whole school priorities
4	Supported whole school strategic improvement to improve pupil outcomes
5	Evidence of recent, appropriate professional development

### Personal qualities

#### Candidates should:

1	Demonstrate a passion for early years / KS1 teaching and learning and pedagogy
2	Communicate effectively and develop positive relationships with all stakeholders
3	Demonstrate excellent interpersonal skills
4	Be decisive, consistent and focused on solutions
5	Demonstrate the capacity to lead others, be reflective, resilient and adaptable
6	Be able to motivate and inspire others
7	Listen carefully and consider the views of others

### Skills

#### Candidates should be able to:

1	Support a vision for the school and secure commitment to it from others in order to enable all children to thrive
2	Demonstrate their involvement in the interpretation and analysis of data to accurately inform school improvement and to monitor pupil progress
3	Support systematic and rigorous whole school monitoring and evaluation
4	Demonstrate their ability to plan to support whole school priorities and improve pupil outcomes
6	Evidence their work in collaboration with other schools, fellow professionals and external organisations to improve outcomes

7	Support the development of teaching and learning in school
8	Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines

### Professional knowledge and understanding

#### **Candidates should:**

1	Be committed to securing equality of opportunity for pupils in school
2	Have an understanding of curriculum and assessment developments and how they support pupils' learning
3	Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils
4	Maintain a strong focus on developing positive social skills and attitudes to learning.
5	Have experience of supporting vulnerable pupils in school
6	Take a lead in the supporting staff in their professional development

### Safeguarding

#### **Candidates should have:**

1	Knowledge of national and local safeguarding guidance
2	Experience of safeguarding and promoting the welfare of children and young people
3	A commitment to work with relevant agencies to protect children and young people
4	Knowledge of best practice and procedures in school for safeguarding children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).