

## **JOB DESCRIPTION**

**POST TITLE:** Assistant Headteacher Rayleigh Primary School. L3 to L7



**Reports to: Headteacher**

### **Key Senior Leadership Expectations:**

- To deputise for the Headteacher by undertaking the duties in the Headteacher's job description.
- To support the Headteacher to drive the school vision and direction, ensuring that the school is holistically led to meet our educational aims.
- To demonstrate public loyalty, and promote high levels of confidence in the leadership of the school.
- To ensure the highest standards of professional conduct and positive attitudes are modelled to staff, pupils and parents at all times.
- To evaluate the school's performance and take an active role in the School Improvement process, including performance management and induction.
- To support the day to day management, organisation and administration of the school, ensuring the Headteacher is well briefed about any events, incidents, issues or opinions that may affect the smooth running of the school.
- To support and uphold the strategies which maintain high standards of behaviour and attendance.
- To jointly lead across a range of areas, as per the school's Roles and Responsibilities overview.
- In addition, to undertake such duties of a similar nature as may be reasonably directed by the Headteacher

### **Main Purpose: School Development, work with the Headteacher:**

- To ensure that the school's and trust's vision, aims and values are clearly articulated, shared, understood and modelled.
- To motivate and work with others to maintain a shared culture and positive climate.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

### **Leading Learning and Teaching, with the Headteacher:**

- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Lead on arrangements for preparing pupils for external examinations. To ensure the full implementation of the National Curriculum.
- To model our culture of working collaboratively, being generous to others in regard to our knowledge, understanding and resources.
- To model and uphold our pedagogical approach to improving learning outcomes.

- To be a role model by modelling consistently good and outstanding teaching and leadership.
- To coach and or mentor colleagues in order to improve their practice and raise standards in teaching and learning.
- To model and promote school wide self reflective practice, self-responsibility and self improvement.
- To have specific individual areas of responsibility.

### **Managing the Organisation, with the Headteacher:**

- To evaluate and manage all operational aspects of the school to ensure smooth running on a daily basis.
- To support the organisation of the school environment to ensure that it meets the needs of the curriculum, promotes the schools aims and upholds health and safety regulations.
- To assist in the recruitment, retention, deployment and training of staff and students.

### **Securing Accountability, with the Headteacher:**

- To be able to present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- To promote and support disseminated leadership across the school.
- To both support and challenge subject leads to effectively lead their subjects so that pupils learn, do and remember more.
- To have a positive impact on learning across the school through a robust cycle of weekly monitoring, guidance and support for teachers, with follow up target setting.

### **Strengthening Community, with the Headteacher:**

- To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- To collaborate with other agencies in providing for the academic, spiritual, moral, social emotional and cultural awareness and well-being of pupils and their families.
- To create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- To contribute to the development of our wider community links.

### **Continuing Professional Development:**

- To enable all staff to carry out their roles in-line with professional standards and school expectations through coaching, mentoring and professional development training.

- To lead, facilitate or source relevant high quality professional development opportunities.
- To support teaching staff to evaluate the impact of their teaching on raising pupils' achievement and take actions to improve learning.
- To monitor teaching and provide clear feedback, good support and sound advice to others.

### **Safeguarding:**

- To act as a deputy designated safeguarding lead for the school, see addendum job description.
- To be fully aware of, keep up to date with, and understand the statutory duties and responsibilities in relation to child protection and safeguarding children and young people.
- To uphold the safeguarding of all pupils and staff, and ensure that the safety and wellbeing of pupils and staff is promoted and maintained at all times.
- To co-operate and work with relevant agencies to safeguard children.

### **Please Note**

This is not intended to be an exhaustive list. Nor is it fixed. The job description may be reviewed at the discretion of the Headteacher according to the changing needs of the school.