



Senior Assistant Headteacher

Job Description and Person Specification

Job title: Senior Assistant Headteacher

Directorate:

Reporting to: Headteacher

Grade: Leadership L8 – L10 depending upon experience

Purpose of the post:

- To work in close partnership with the Headteacher, Deputy Headteacher, Staff and Governors to develop and manage the school effectively, providing clear vision and ASPIRE leadership for the school
- To ensure the highest possible quality of education, range of educational opportunities and standards of attainment for all pupils. Inclusive of designing, implementation and review of the Pupil Premium strategy
- To lead the teaching and learning programme, inclusive of INSET, Continuing professional development, ECT's and mentoring
- To develop supportive relationships and positive liaison with parents, the local community and schools within the sector
- To provide subject leadership and management in more than one subject area, including foundation subjects as directed by the school and dependent on school priorities.
- To be a senior leader who will support the drive to an exceptional learning environment for our pupils, and to be the phase lead for upper key stage 2.
- To lead the school's curriculum design and development, on the school development plan.

Main duties and responsibilities

Strategic Direction and Development of the School

- Lead the school's curriculum design, development and monitoring of impact;
- Exemplify the school's and local authority's vision, ethos and policies;
- Support the vision, positive ASPIRE ethos and policies of the school and promote high levels of achievement for all;

- Support the review and implementation of the Development Plan and to take responsibility for appropriately delegated aspects of it;
- Support all staff in achieving the priorities and targets which the school sets for itself and to provide them with support and guidance in implementing schemes of work;
- Support the evaluation of the effectiveness of the school's policies and developments;
- Lead effective school improvement initiatives.

Teaching and Learning

Demonstrate exemplary Shoreditch Park standards in:

- Planning
- Teaching
- Organisation
- Assessment
- Pupil attainment
- Pupil progress
- Behaviour management
- Interpersonal skills

Leading and Managing Staff

- Be the line manager for teachers (and where appropriate support staff) as agreed with the Headteacher;
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes;
- Implement the school's performance management policy.

Efficient and Effective Deployment of Staff and Resources

- Support the Headteacher in the appointment, deployment and development of staff to make effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Support the CPD programme for support staff;
- Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development and academic needs are met.

Standards

- Teach excellent lessons;
- Model excellent lessons for Shoreditch Park Primary School staff and others in all phases;
- Model excellence in all area of teaching including: planning, teaching, behaviour and assessment;
- Provide excellent coaching for both new and experienced teachers;
- Have a full understanding of the National and Early Years Curriculum, the current Ofsted framework and assessment and other relevant legislation;
- Track pupil progress, highlight areas of concern, plan interventions and ensure these actions have a positive impact on attainment and progress.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General

- Provide information and advice to the Headteacher and Governing Body and support proper accountability processes throughout the school.
- The post holder must at all times carry out their responsibilities with due regard to the Local Authority, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with the School and Local Authority policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Statutory Duties

The appointment is subject to the current conditions of employment for assistant head teachers contained in the School Teachers' Pay and Conditions document and the required standards for Qualified Teacher Status and other current legislation.

Safeguarding Duties

- To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education and Children's Act 2004 in relation to child protection and safeguarding children and young people as this applies to the educator's role within the school;
- To be fully aware of the principles and policy of safeguarding as they apply to vulnerable adults in relation to the senior assistant head teacher's role;

- To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the teacher may have in relation to safeguarding and/or child protection, as per the policy and procedure

Person Specification

Experience and Qualifications

Essential

Desirable

Be an outstanding and reflective teaching practitioner	X	
Have substantial experience of teaching and leading, including experience of leading a core subject in a primary school	X	
Has experience in leading a phase or year group	X	
Evidence success in leading on safeguarding and of securing whole school improvement	X	
Relevant continual professional development qualifications e.g. NPQSL, NPQH	X	
Have a broad knowledge of developments in safeguarding, child protection and student wellbeing	X	

Knowledge and Sills

Essential

Desirable

Have a broad and current knowledge and understanding of quality assurance methods for monitoring staff and being accountable for student outcomes	X	
Demonstrate evidence of relevant managerial skills, including interpersonal skills and leadership qualities	X	
Possess the knowledge, confidence and skills needed to effectively advise and support colleagues in order to move the school forward	X	
Demonstrate a clear understanding of data analysis to identify areas of strength and improvement across the curriculum	X	
Knowledge of ICT, with particular reference to its application and use in effective safeguarding and child protection administrative procedures/systems	X	

Personal and Professional Qualities**Essential****Desirable**

An understanding of the importance of excellent relationships with parents and the wider local community	X	
Be committed to the principles of inclusive education	X	
Be committed to continuing professional development through wider reading, research and membership of professional organisations	X	
To possess an awareness of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity	X	
To demonstrate good decision making skills with an ability to identify and implement solutions to problems	X	
To demonstrate an enjoyment for working in new and changing situations, steering the vision through from beginning to end	X	
To demonstrate a commitment to Shoreditch Park School to modelling our ASPIRE school values and to being a team player	X	