



Job Description & Person Specification

Assistant Headteacher



Post Title: Assistant Head Teacher

Grade: Leadership 1 - 5

Responsible to: Headteacher

Purpose of the Job

- To work with the Headteacher in all aspects of leadership and management and take responsibility for teaching and learning.
- To model and lead outstanding practice
- To shape the vision and development of the school in partnership with the Headteacher.
- To ensure all children are making outstanding progress
- To manage and lead a staff team
- To document, disseminate and train practitioners both within and outside of Hackney.

MAIN ACTIVITIES:

1. To assist the Headteacher in the leadership and management of the school, including managing staff and resources and in all aspects of school improvement, including taking full responsibility for the school/centre in the absence of the Headteacher.
2. To carry out teaching duties as required.
3. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
4. To ensure the smooth and effective running of the nursery school on a day to day basis in the absence of the headteacher.
5. To model outstanding teaching at all times.
6. To monitor and evaluate the quality of teaching and learning across the school
7. To engage effectively with the community we serve.

SPECIFIC RESPONSIBILITIES

Leadership and Management:

1. To assist the Headteacher in shaping a vision, ethos and direction for the school/centre.
2. To play a significant role in setting aims and objectives for the school and in formulating a School and Children Centre Improvement Plan (SCCIP). To be able to take responsibility with the Headteacher in developing and monitoring policy and practice as laid out in the SCCIP.
3. To demonstrate effective understanding of effective assessment procedures in order to drive teaching and learning forward.

4. To assist the Headteacher in all aspects of the day to day administration and organisation at Wentworth such as rotas, staffing etc.
5. To coach and nurture staff in enabling practitioners to grow in their expertise.
6. To demonstrate effective leadership and management across different age phases.
7. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum across the school.
8. To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in driving teaching and learning forward.
9. To assist the Headteacher in reviewing and updating the Self Evaluation Form to enable it to plan effectively for its next steps in enhancing outcomes for children and families.
10. To deputise on safeguarding and child protection procedures and attend meetings as appropriate.
11. To establish effective systems to monitor and improve the quality of teaching and learning across the school and children's centre.
12. To demonstrate the ability to actively promote equality and inclusion by ensuring the curriculum provides the best possible education and care for all its pupils, taking into account social deprivation, ethnicity, gender, Special Education Needs and children learning English as an Additional Language.
13. To demonstrate the ability to resolve any health and safety issues as they arise in the school and or children's centre.

Teaching and Learning

1. To teach and role model exemplary practice.
2. To have an in-depth pedagogical knowledge of teaching and learning within the Foundation Stage Curriculum.
3. To be able to inspire, motivate children and staff to enable teaching and learning to progress.
4. To have the knowledge and ability to effectively monitor the planning of teaching in order to meaningfully move the teaching and learning on across the school.
5. To liaise effectively with parents and carers to ensure, excellent relationships between school and home in order to enhance teaching and learning.

Other Duties and Responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To prepare and present reports, as required to, e.g. governors, Hackney Learning Education, parents and outside agencies.
3. To attend meetings (such as governor or parent information sessions) during evening hours, at weekends or in school holidays, as required.
4. To be organised in your approach to the role and meet deadlines that have been set.

KEY ORGANISATIONAL OBJECTIVES

The Post holder will contribute to Wentworth's objectives in service delivery by:

- Commitment and leadership in improving standards for children's as appropriate
- Leading the maintenance of a caring, highly organised and stimulating learning environment for pupils
- Clear adherence to teacher's standards (2021) at all times.
- Follow health and safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's equalities framework

SPECIAL CONDITIONS OF SERVICE

The Postholder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and /or Committee Meetings, etc.) with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Because this post allows substantial access to children, candidates are required to have an enhanced DBS check. No one who prohibited to work with children should be applying for this post.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with Hackney Education and Wentworth Equalities policy.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
To hold a teaching certificate in Education which is recognised by the DFE	✓	
To have evidence of continuing professional development relevant to the post	✓	
Experience relevant to the post		
Significant and successful experience of teaching in the early years and leading teams of practitioners	✓	
A proven track record of raising attainment and evidencing progress in young children	✓	
Significant and successful experience of leading aspects of the curriculum	✓	
Experience of contributing to school development, as a member of a leadership and management team		✓
Experience of supporting/mentoring colleagues in order to support professional development and school improvement		✓
Successful experience of improving the quality of teaching and learning, through monitoring and support		✓
Experience of managing and using children's attainment and data-tracking systems	✓	
Experience of developing and leading staff development programmes for teachers and support staff		✓
Experience of initiating and implementing strategies to improve parental involvement in their children's learning	✓	
Professional Knowledge and Understanding		
Knowledge of equality and inclusion issues and how they can be addressed in the school/centre	✓	
An excellent understanding of current theory of best practice in early years teaching and learning and commitment to the principles of early childhood education	✓	
A good understanding of effective leadership and management in relation to raising children's attainment and school development	✓	
An understanding of the importance of the culture and ethos of the school/centre	✓	
Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all children	✓	
Good up to date understanding of child protection issues and procedures and the ability to take the lead in safeguarding	✓	

An understanding of the role of parents and the community in school improvement and how this can be promoted and developed	✓	
A good understanding of how to lead and develop a multidisciplinary team	✓	
Good understanding of statutory requirements of the EYFS	✓	
Professional Skills, Abilities and Personal Qualities		
Formal recognition as an outstanding teacher	✓	
Ability to provide a model of best practices, through teaching in own or others classrooms	✓	
To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others	✓	
To be able to articulate a clear vision for high quality education in a diverse, urban context	✓	
To have a good personal presence, good communication skills and a sense of humour	✓	
To be able to communicate clearly both orally and in writing with a wide range of audiences, including children, parents and carers, governors, staff and outside agencies	✓	
To relate well to children and be responsive to their needs	✓	
To be able to develop and maintain effective relationships with all members of the school community and outside agencies	✓	
To be approachable, accessible and flexible	✓	
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines	✓	
To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions	✓	
To be able to understand, interpret and present school performance and financial data	✓	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	✓	
Have a commitment to Wentworth's vision and values	✓	