

JOB DESCRIPTION

School/College:	Walpole Cross Keys Primary School
Job Title:	Assistant Headteacher
Grade:	L1 - 5 (£39,964 - £44,105)
Responsible to:	The Executive Headteacher and Governing Body
Working With:	Teaching and Support staff

Walpole Cross Keys Primary School is looking for a dedicated professional with a passion for teaching and learning, to work in partnership with the executive leadership team, staff and governors. The post is suitable for candidates with demonstrable, successful leadership experience. The person appointed will have a part-time teaching commitment.

We are looking for an Assistant Head Teacher who will be an outstanding leader able to inspire the pupils and staff to enable them to reach their full potential in all areas of their learning.

We can offer you:

- A warm, welcoming and friendly school with enthusiastic and dedicated team of teachers, support staff and parents
- A small amount of children in each class
- A committed and supportive executive leadership team, governors and trustees
- Enthusiastic, polite and well behaved children who love coming to school
- Fantastic resources
- The opportunity to make a difference and be an active and influential leader who will take a major role in the development of the school
- Excellent opportunities to develop professionally and to grow in your role as part of the leadership team

We are looking for someone who can:

- Be forward thinking and solution focused
- Support the executive leadership team in securing high standards of teaching and learning across the school
- Be an excellent practitioner, able to coach and mentor colleagues to bring out the best
- Create a climate for teaching and learning which leads children to a lifelong love of learning
- Have high expectations of self and others and be able to motivate individuals to reach their full potential
- Carry out appraisals for staff
- Have the ability to combine class teaching with a leadership role
- Contribute to the vision, self-evaluation, planning and successful outcomes of the school and the whole academy trust

How to Apply

This post is for internal applicants only.

If you are interested in applying for this post you are warmly encouraged to visit the school. Please contact the school office on 01553 828680 or email recruitment@westnorfolkacademiestrust.co.uk for more information.

To apply please complete a Teaching application form, available from the vacancy pages of www.westnorfolkacademiestrust.co.uk, and send this to the HR Department by Noon, Wednesday 28th November. Alternatively please post your application to the HR Department, West Norfolk Academies Trust, c/o Springwood High School, Queensway, King's Lynn, Norfolk, PE30 4AW.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any applicant must expect to comply fully with enhanced DBS and reference vetting checks. We are an equal opportunities employer.

This post comes under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Purpose of the Job

The holder of this post is expected to carry out the professional duties of an Assistant Head Teacher as described below:

- formulating the aims and objectives of the school;
- establishing the policies through which they shall be achieved;
- managing staff and resources to that end; and
- monitoring progress towards their achievement

and undertake to the extent required by the Executive Leadership Team, any professional duties delegated by the Executive Headteacher and Deputy.

Duties and Responsibilities

LEADERSHIP

The Assistant Head Teacher will:-

- be an active member of the School Senior Leadership Team;
- work in partnership with the Executive Leadership Team, to create an achievement culture where all children receive a high quality education and there is continuous drive to improvement of standards and achievement;
- be accountable for leading, managing and developing
- lead a specific subject(s) or aspect(s) identified as a priority for improvement in the school development plan

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

The Assistant Head Teacher will:

- contribute to the creation and implementation of the School Development Plan and to take responsibility for appropriately delegated aspects of it;
- analyse data and use information together with information about pupils' prior attainment to establish benchmarks, set targets for improvement, devise and implement action plans;
- monitor, evaluate and review school policies and practices, taking account of national, local and school data and inspection and research findings;
- evaluate the impact of all improvement activities on the quality of teaching and learning;

TEACHING AND LEARNING

The Assistant Head Teacher will:

- contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content;
- participate in the monitoring and evaluating of the quality of teaching and standards of achievement of all pupils;
- identify appropriate attainment and/or progress targets;
- monitor pupil standards and progress against targets;

- monitor planning, curriculum coverage and learning outcomes;
- monitor standards of pupil behaviour and application;
- lead evaluation strategies to contribute to overall school self-evaluation;
- plan and implement strategies where improvement needs are identified;
- ensure that relevant attainment /progress targets are met;
- maintain an effective partnership with parents to improve children’s achievement and personal and social development;
- identify and develop effective links with outside agencies to enhance teaching and learning;

LEADING AND MANAGING STAFF

The Assistant Head Teacher will:

- maintain personal expertise and share this with other teachers;
- act as a role model of good or better classroom practice for other teachers, modelling effective strategies with them;
- plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals;
- monitor and evaluate standards of teaching, identifying areas for improvement;
- plan and implement strategies to improve teaching where needs are identified;
- induct, support and monitor new staff, mentoring newly qualified teachers and students as required;
- contribute to the implementation of effective systems for the management of staff performance, incorporating appraisal targets for teachers, including those relating to pupil progress;
- motivate and enable staff to develop expertise in their respective roles through continuing professional development.

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

The Assistant Head Teacher will

- support the Executive Leadership Team in the appointment and deployment of staff and support those staff in their duties;
- work with the Executive Leadership Team in establishing priorities for expenditure and in monitoring the effectiveness of spending and usage of resources;

ACCOUNTABILITY

The Assistant Head Teacher will:

- provide information, objective advice and support to the Governing body to enable it to meet its responsibilities for securing effective teaching and learning and improve standards of achievement and for achieving efficiency and value for money;
- contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school;
- contribute to the presentation of regular reports on the school’s performance to governors, LA, local community, DfE and Ofsted;

- contribute to the establishment and monitoring of systems which keep parents well-informed about the school curriculum, children's attainment and progress and encourage parents and other family members to make a contribution to achieving challenging targets for their children.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<p>A person who has:</p> <ul style="list-style-type: none">• Qualified Teacher Status• Honours degree or equivalent qualification• Recent management training• Evidence of Continuing Professional Development	<ul style="list-style-type: none">• Registered/Started/Completed NPQH

EXPERIENCE

Essential	Desirable
<p>A person who has extensive experience of:</p> <ul style="list-style-type: none">• Teaching Primary pupils• A senior management role in Primary Schools (<i>e.g. Key Stage Leader</i>)• Leading and managing a major school initiative.	<ul style="list-style-type: none">• Teaching in more than one key stage• Teaching in more than one school• Leading a core subject• Leading staff development• Raising school standards• Working with school parents' groups and the wider community• The management of budgets

PERSONAL AND PROFESSIONAL SKILLS

Essential	Desirable
<p>A person who is able to:</p> <ul style="list-style-type: none"> • Support and deputise for the Executive Head Teacher & Deputy • Support the aims and ethos of the school • Take a lead role in school development • Demonstrate outstanding practice as a classroom practitioner • Carry out teaching duties in accordance with school schemes of work and the national curriculum • Communicate clearly and effectively with all those involved in the life of the school • Be flexible and supportive of staff • Contribute to staff development activities • Set a good example in terms of dress, punctuality, attendance and general professionalism 	<ul style="list-style-type: none"> • Be approachable and have a sense of humour • Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school • Deal sensitively with people and resolve conflicts • Communicate clearly and take into account, where appropriate, the views of others • Think creatively and imaginatively to solve problems and identify opportunities • Facilitate a collaborative approach to decision making • Delegate and monitor effectively • Support the Executive Head

KNOWLEDGE AND UNDERSTANDING

Essential	Desirable
<p>A person with a good knowledge and understanding of:</p> <ul style="list-style-type: none"> • Current national education initiatives • Target setting; pupil tracking; benchmarking and other method of analysing both pupil attainment and achievements • Strategies for inclusion and development of all children • A commitment to developing the whole child through an enriched curriculum in school and extra-curricular activities • ICT and its effective use as a management tool as well as across the curriculum to enhance teaching and learning 	<ul style="list-style-type: none"> • Self Evaluation • School Development Planning • Monitoring and reviewing the School Development Plan • The application of classroom observations and pupil conferencing to raise standards in teaching and learning • Outdoor learning • Working with the Governing Body • Working in partnership with parents and outside agencies • Child Protection and Safeguarding procedures and legislation