

Toftwood Federation

JOB DESCRIPTION

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| Job title: | Assistant Headteacher 0.8 FTE |
| School: | Toftwood Infant and Junior Federation |
| Salary Grade: | Educator Solutions Optional Payscale (ESOPS) L1-5 |
| Reports to: | Headteacher/Governing Body |
| Responsible for: | Link year groups |

Job purpose

Overview/Context

- To assist and support the Headteacher and Senior Leadership Team (SLT) in formulating, communicating, delivering and monitoring the Federation's policies, procedures and plans to ensure high quality teaching and learning, the effective use of resources, and improving standards of teaching and learning throughout the Federation.
- To assist and support the Headteacher and Senior Leadership Team (SLT) to:
 - Undertake a strategic role in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing and holding staff to account, managing resources to achieve the aims and objectives and monitoring progress towards their achievement.
 - To lead in the quality of education by working collaboratively with the leadership team to identify, promote and develop excellent practice throughout the Federation in order to raise standards and set targets to secure overall improvement.

Main purpose

The assistant headteacher will support the headteacher and deputy headteacher in:

- Communicating the Federation's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Establishing strong links with link year groups to ensure comprehensive leadership and support for teaching and learning and safeguarding care
- To lead on the curriculum to ensure it is fit for purpose and to ensure it meets the needs of the children
- Establishing policies for achieving our aims and objectives
- Managing staff and resources
- Monitoring progress towards meeting the Federation's aims and objectives
- To act as an alternate DSL with oversight of safeguarding concerns and actions
- Act as a strong leader for link year groups
- Ensure high standards across the whole curriculum, particularly the foundation curriculum, and ensure that this is implemented and evaluated to ensure the best outcomes for pupils
- To ensure that behaviour and attitudes to learning are of a high standard and to monitor that the behaviour policies and procedures are being followed effectively
- To act as an appraiser for link year group teachers
- To lead pupil progress meetings for link year groups and to ensure that strategies are followed for those children and are having a positive impact

The assistant headteacher will be expected to teach when required, complying with the Teachers' Standards and modelling best practice for others. However, this may not be a timetabled responsibility

They will also be required to undertake any of the duties delegated by the headteacher.

Qualities

The assistant headteacher will:

- Uphold public trust in school leadership in line with the 7 principles of public life
- Build positive and respectful relationships across the school community
- Serve in the best interests of the Federation's pupils
- Be responsible for the outcomes of their assigned year groups
- Uphold high standards of behaviour and behaviours for learning by modelling these and also supporting others to do the same

Duties and responsibilities

Federation culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the Federation
- Use consistent and fair approaches to managing behaviour, in line with the Federation's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a Federation culture of safety, enjoyment, and engagement with learning to support attendance

Teaching, curriculum and assessment

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence

- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum in consultation with the Deputy Head and ensure these are applied to the foundation curriculum

Additional and special educational needs and disabilities (SEND)

Under the direction of the headteacher or deputy headteacher and supported by the inclusion lead, the assistant headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the Federation's context
- Make sure Federation improvement strategies are effectively implemented
- Act as an appraiser for teachers in the year group and support them throughout the year to meet their objectives

Organisational management and school improvement

Under the direction of the headteacher or deputy headteacher, the deputy headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the Federation's context
- Make sure school improvement strategies are effectively implemented and evaluated

Staff management and professional development

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Be alert to any difficulties that staff may face and support with understanding
- Ensure staff have access to appropriate, high-standard professional development opportunities by alerting the headteacher to any training needs

- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Year Group Link Working and Leadership

The assistant headteacher will:

- Track pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with SEN and disabilities, or who speak English as an additional language (EAL)
- Lead on the pupil premium funding in consultation with the inclusion lead and produce reports for the governing board as required
- Contribute to relevant sections of the termly SLT report for the governing board
- Ensure teachers plan and implement interventions for those pupils who aren't progressing and track their progress, offering challenge and support
- Provide training and support for teachers and support staff on relevant areas
- Oversee the use of schemes of work and their delivery, and measure impact on teaching and learning
- Work with other teachers to review the curriculum and make sure there is continuity and progress
- Develop pupil behaviour and discipline policies, where needed, to help build an environment where high standards of learning behaviour are encouraged
- Develop the Federation's approach to assessment within the phase alongside the Deputy Headteacher
- Take a leading role in inducting new staff and making sure they uphold expected values and teaching standards
- Monitor the quality of teaching and learning within the year groups (e.g. through observations, analysing performance data, etc.)
- Model good practice in the classroom where required to support staff

Health and Safety

- Have oversight of the risk assessments carried out by other staff
- Manage curriculum aspects of health and safety as required
- Making sure teaching and support staff are carrying out their responsibilities for the health and safety of the site

Safeguarding

- Work as an alternate DSL and undertaken training as required. Support staff with safeguarding
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, PREVENT) and our safeguarding and child protection policies
- Work with other designated safeguarding leads (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the Federation
- Have a more in depth understanding of safeguarding in link year groups and an overall knowledge of children across the Federation

Leading the curriculum

- Design, develop and regularly review the vision, aims and purpose for the curriculum
- Maintain the curriculum over time, amending it as required in consultation with subject leaders
- Liaise with other teachers and senior leaders in the process of developing and implementing the curriculum
- Make sure that the curriculum:
 - Is well planned, sequenced and relevant
 - Meets the needs of all pupils
 - Reflects the requirements of the National Curriculum
 - Is implemented effectively and consistently across the school
- Establish and manage an appropriate system for assessing progress to ensure the curriculum has a positive impact on pupils' learning in liaison with the Deputy Head
- Keep up to date with national and international developments that may affect the curriculum
- Contribute to the Federation's self-evaluation on the effectiveness of the curriculum, its intent, implementation and impact

Leading and managing staff

- Be able to give a coherent overview of the curriculum and its aims and outcomes
- To keep staff informed of any developments or changes
- Provide support to staff regarding teaching and learning, resources, and planning in the curriculum
- Monitor teaching and learning by working with subject leaders, visiting lessons, scrutinising books, and talking with pupils to assess how well the curriculum is being implemented and how well it is delivered across the school
- Provide feedback to staff based on the above observations to identify training needs and identify continuing professional development (CPD) in the curriculum in liaison with the Headteacher
- Present to staff, senior leaders, governors, OFSTED and parents (if required) on the curriculum
- Coach and model team teaching
- To coordinate with the Inclusion lead and SLT so that pedagogy and SEND are integral to the design of the curriculum

This role is regarded as being in regulated activity with respect to children.
This post will require an enhanced DBS check with barred list.

| Person specification | | |
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| Qualifications | Essential (x) | Desirable (x) |
| Qualified Teacher Status | X | |
| Degree | X | |
| Professional development in preparation for a leadership role | | X |
| NPQ | | X |
| SENCO qualification/experience | | x |
| Knowledge/Experience | | |
| Leadership and management experience in a large school over the Primary phase. | X | |
| Involvement in school self-evaluation and development planning. | | X |
| Line management experience. | X | |
| Experience of contributing to staff development. | X | |
| A proven track record of outstanding teaching. | X | |
| Ability to communicate a vision and inspire others. | X | |
| Ability to build effective working relationships. | X | |
| Understanding and experience of leading in safeguarding | X | |
| Ability to lead the curriculum as a whole across the Primary Phase | X | |
| DSL qualified | | X |
| Experience of multi agency working | | X |

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| Experience of leading pupil progress meetings and appraisal | | X |
| Working knowledge/understanding of SRB (due to open Sep 2025) | | X |
| Experience of working across more than one school/site | | x |
| Aptitudes/Behaviours | | |
| A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. | X | |
| Ability to work under pressure and prioritise effectively. | X | |
| Commitment to maintaining confidentiality at all times. | X | |
| Commitment to safeguarding and equality. | x | |
| Other job information | | |
| General information | | |
| <ul style="list-style-type: none"> The job description details the main outcomes of the job and will be updated if these outcomes change. All work performed/duties undertaken must be carried out in accordance with relevant County Council and Federation policies and procedures, within legislation, and with regard to the needs of the children and the diverse community we serve. Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns. Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by the Headteacher. | | |
| Declaration | | |
| The information in this job description is accurate and reflects the requirements of the role. | | |
| Line Manager signature: | | |
| Position: | | |
| Date: | / / | |