

**London Borough of Havering
Children's Services Directorate**

Crowlands Primary School

Job Title:	Assistant Headteacher
Grade:	Leadership Spine points 10 - 14
School:	Crowlands Primary School
Reports To:	The Headteacher
Staff Managed:	Key Stage teams

Job Purpose and Content

The Assistant Headteacher is one of a school staff that together are responsible for the education and welfare of the pupils in the school. The Assistant Headteacher is, at all times, subject to the direction of the Headteacher and is expected to work within the agreed system of management and supervision for the school.

Principal Duties and Responsibilities

The professional responsibilities and duties of an Assistant Headteacher are set out in detail in the Schoolteachers' Pay and Conditions Document, which is varied from time to time, and any or all of those duties may be required of the postholder.

Subject to the direction of the Headteacher:

1. Teaching the pupils and classes that are usually designated as part of an annual timetabling exercise, which includes planning, delivering and monitoring lessons, and setting and marking work, including homework
2. Covering classes, within the framework of the school's cover arrangements, where a teacher is absent; providing cover information for other teachers in the event of known and foreseen absence(s); covering for absent Assistant Headteacher colleagues and deputising for absent Deputy Headteachers
3. Membership of the senior management team of the school, which will include a share of common SLT responsibilities such as: the daily duty team, the lunch break, supervision of behavioural monitoring and sanctions, planning and delivery of thematic assemblies, attendance at

school events, leadership of policy and procedure development

4. Effective and efficient day-to-day monitoring, management, administration, operation and supervision of the designated responsibility area(s)
5. Carrying out relevant strategic planning, within the cycle and framework of agreed school procedures, and monitoring, evaluating, and reporting planning outcomes
6. The management, monitoring, analysis and evaluation of information and data to support school objectives, target setting, pupil attainment and achievement, and reporting to parents, students and governors
7. The line management of designated staff, which may include performance management (in accordance with the school's performance management framework for teaching and support staff) and direct observation of teaching, learning and professional practice, training and continuing professional development
8. Organising and taking part in the quality assurance procedures of the school – for example, the cycle of departmental and thematic review – and making sure that quality assurance mechanisms are in place for the designated responsibility area(s)
9. Monitoring and developing the quality of provision, the curriculum and teaching and learning in the designated key stage and subject area.
10. Managing relevant resources, including designated budgets, efficiently and effectively in accordance with the financial regulations of the school
11. Promoting and safeguarding the welfare of pupils, students and staff for whom the post holder is responsible
12. Taking part in school based induction, relevant training and development, assessment of performance (in accordance with school policy and practice) and an agreed programme of personal professional development
13. Working in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours
14. Taking appropriate action to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and off-site school activities

London Borough of Havering Children's Services Directorate
Sample Person Specification
Assistant Headteacher

Skills and Abilities	Essential	Desirable	Assessed by
The ability to lead and manage the school team effectively and efficiently and work with other professionals and agencies	✓		Interview
Communication skills, oral, written and presentational	✓		Application & interview
The ability to deliver well planned, organised and innovative lessons	✓		Interview
Proficiency in the use of ICT and the software programmes used in schools	✓		Application
The ability to lead, model and manage positive behaviour, good order and assertive discipline in the school	✓		Application and interview
The ability to manage school information and data for recording, monitoring, evaluation and reporting	✓		Application and interview
Knowledge			
Relevant (to be agreed) subject and/or curriculum expertise	✓		Application
How to lead curriculum development and manage innovation and change	✓		Application and interview
Know how to use information and data to set targets, raise attainment and achievement	✓		Interview
How children and young people learn, develop and progress through life stages and events	✓		Application and interview
How ICT can be used effectively to motivate children to learn	✓		Interview
How to plan, deliver, monitor and evaluate lessons and learning as part of the school curriculum	✓		Application and interview
How to manage health and safety policy and promote and safeguard pupil welfare	✓		Application and interview
How to manage equalities and inclusion policies and how these are implemented in schools	✓		Application and interview
Qualifications and Experience			
Qualified Teacher Status	✓		Evidence of qualification
Successful teaching experience, including in middle management position(s) or a successful Fast Track progression route	✓		Application
Post threshold teacher status		✓	Application

This school is committed to safeguarding and promoting the welfare of children and young people. Everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.

Evidence of continuing professional development, for example, Leading From the Middle		✓	Application
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