

## JOB DESCRIPTION

<b>Assistant Headteacher – Myton Gardens Primary School</b>	
<b>Scale</b>	L3-7
<b>Section</b>	Leadership
<b>Responsible to</b>	Executive Headteacher
<b>Responsible for</b>	<p>The strategic leadership of curriculum implementation and SEND provision.</p> <p>The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall whilst the school grows in size.</p>

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>• Undertake the normal responsibilities of the class teacher through provision of PPA to class teachers (equivalent to 0.2fte teaching)</li> <li>• Be a member of the Senior Leadership Team</li> <li>• Co-ordinate the provision for SEND pupils in the Communication &amp; Interaction Specialist Resource Provision (SRP)</li> <li>• Be the Deputy Designated Safeguarding Lead (DDSL) for the school.</li> <li>• Assist the Executive Headteacher in managing the school and developing its place in the new community</li> <li>• Support and represent the Executive Headteacher at meetings as and when required.</li> <li>• Undertake the professional duties of the Executive Headteacher during their absence.</li> <li>• Undertake such duties as are delegated by the Executive Headteacher.</li> <li>• Play a major role under the overall direction of the Executive Headteacher in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:             <ul style="list-style-type: none"> <li>○ Establishing the policies through which they shall be achieved</li> <li>○ Managing staff and resources to that end</li> <li>○ Monitoring progress towards their achievement.</li> </ul> </li> </ul>
<b>Duties and Responsibilities</b>	<p><b>Shaping the future</b></p> <ul style="list-style-type: none"> <li>• Take a lead in raising the quality of teaching and learning throughout the school</li> <li>• Develop effective whole policies in all areas of CPD and Teaching &amp; Learning, informed by evidence-based research and innovative practice</li> <li>• Share with other members of the SLT the responsibility for the development and implementation for all policies and procedures</li> <li>• Inspire a love to learn culture with all pupils</li> </ul>

**Developing the curriculum**

- Coordinate a whole school approach to curriculum design in liaison with the SLT, partner school and later with individual subject leaders as the school grows.
- Co-ordinate the work of the SRP staff to deliver a bespoke curriculum to those children with Communication & Interaction needs.

**Leading the implementation of the curriculum**

- Use a wide range of strategies to support the development of consistently high-quality teaching and learning
- Evolve and ensure inclusive practice in every classroom (QFT)
- Model innovative and effective learning and teaching strategies in their own classroom practice

**Developing CPD**

- Working with the Executive Headteacher to identify key CPD needs of all staff and ensure that these are addressed through effective CPD provision
- Ensure that all teaching staff have a clear understanding of Teacher Standards
- Ensure that all staff have a clear understanding of the Appraisal Process
- Support those with leadership posts to achieve their objectives
- Provide outstanding CPD opportunities for staff in this and other schools within the MAT

**Monitoring the quality of Learning and Teaching in conjunction with SLT**

- Monitor and evaluate the work of other teachers, providing constructive feedback to help them implement strategies to bring about improvement
- Lead the whole school on Appraisal
- Take responsibility for appropriate aspects of the School Improvement Plan

**Securing accountability**

- Contribute to all relevant sections of the SEF
- Regularly evaluate and report to stakeholders on the quality of practice in the school identifying areas of improvement
- Effectively manage the team

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher and as the school changes over time with its growth to full capacity.*

**Person Specification: Assistant Headteacher – Myton Gardens Primary School**

**A Application R Reference I Interview**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Honours degree or equivalent.</li> </ul>		A
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Current successful primary school experience at middle leader level (or senior level) within the education sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of both curricular and pastoral responsibilities.</li> <li>• Experience of EYFS/KS1.</li> <li>• Experience of SEND.</li> </ul>	A/R
<b>TRAINING AND PROFESSIONAL DEVELOPMENT:</b>	<ul style="list-style-type: none"> <li>• Evidence of keeping up to date with educational thinking and developments.</li> <li>• A balanced programme of relevant INSET in the last three years including SEND.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading successful professional development activity for other colleagues</li> <li>• Experience/knowledge of Ofsted and School Self Evaluation</li> </ul>	A/R/I
<b>PERSONAL QUALITIES:</b>	<ul style="list-style-type: none"> <li>• Record of outstanding classroom practice.</li> <li>• Enthusiastic, perceptive and fair.</li> <li>• Knowledge and expertise in how pupils learn.</li> <li>• Ability to both support and challenge students and staff.</li> <li>• A personal commitment to high expectations and excellence in all aspects of professional life.</li> <li>• Ability to self-reflect and evaluate perceptively.</li> </ul>		A/R/I
<b>LEADERSHIP AND MANAGEMENT SKILLS:</b>	<ul style="list-style-type: none"> <li>• Ability to help build on the breadth of the educational experiences we offer both in and out of the classroom.</li> <li>• Evidence of involvement in/commitment to extra-curricular activities.</li> <li>• Evidence of involvement in managing change.</li> <li>• Involvement in school-based developments and initiatives.</li> <li>• Ability to foster and maintain good relationships with the school stakeholders.</li> <li>• Ability to work independently and as a team leader and team member</li> <li>• Respect for the professional expertise of others.</li> <li>• Consultative and analytical skills.</li> <li>• The ability to prioritise, plan and react.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of pastoral leadership and innovation</li> </ul>	A/R/I
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• A clear understanding of current curriculum and learning and teaching developments, locally and nationally.</li> <li>• Knowledge of the Performance Management process for teachers.</li> <li>• An understanding of strategies to embed good/outstanding lessons.</li> </ul>		A/R/I
<b>COMMUNICATION SKILLS:</b>	<ul style="list-style-type: none"> <li>• Good communicator to a range of audiences.</li> <li>• The ability to chair and contribute to the success of meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Good networking skills.</li> <li>• Experience of working with Governors</li> </ul>	A/R/I

**Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.  
COMMITTED TO EQUAL OPPORTUNITIES**