

## **Assistant Head of School Job Description**

### **GLC Primary Academies**

**Responsible to:** Head of School, Deputy Head of School and the Local Governing Body

**Job purpose:** To ensure outstanding student outcomes through exemplary teaching, learning and

Assessment in years 1-6

**Duties** The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the CEO/Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Purpose:**

To be negotiated according to the successful candidates experience and ambitions.

### **Key responsibilities as a member of the Leadership Team:**

1. To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and it's children
2. As part of the Leadership Team monitor the quality of teaching and learning across the school, including the analysis of performance data
3. To contribute to the strategic direction and development of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school improvement plans based on school self-evaluation
4. To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
5. To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
6. Take an active role in recruitment of staff, as required
7. To identify Continuing Professional Development needs of staff and lead Inset as necessary
8. To establish priorities for expenditure and monitor the effectiveness of spending and usage of resources
9. To work with and report to all stakeholders including parents/carers, and governors, as appropriate

10. To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Head of School and Deputy Headteacher
11. To carry out SLT duties and cover the responsibilities of the Deputy Headteacher as appropriate
12. To take on additional responsibilities which might arise from time to time

This job description will be reviewed regularly and may be subject to modification and amendment after consultation.