



Holywell Primary School

Tolpits Lane, Watford, Herts, WD18 6LL
 Tel: 01923 225188 email: admin@holywell.herts.sch.uk
 Acting Headteacher: Miss Tanya Mortlock

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ASSISTANT HEADTEACHER JOB DESCRIPTION

Employment details

Job Title:	Assistant Headteacher
Grade:	L3-5
Reports To:	Headteacher
Job Purpose:	To support the Headteacher to share in the leadership and the corporate responsibility of the school. The Assistant Head will oversee all aspects of the administration and management of assessments, ensuring that all pupils, in particular vulnerable pupils in receipt of pupil premium, make accelerated progress in order to narrow the gap between them and their peers. Lead behaviour support across the school and take a DSL role. The role will include regular cover teaching and where needed, ad hoc cover across the full primary age range.

Main duties and responsibilities

Formulate the aims and objectives of the school and policies for their implementation.
To act as one of the Designated Safeguarding Leads as part of the DSP team, being fully committed and appropriately trained to safeguarding children on all levels and managing confidential records
Lead the school in articulating clearly its values and ethos and those of the school.
Keep up to date with current issues in teaching and learning and in school improvement and to share this with staff, governors & parents as appropriate.
Ensure the cycle of planning, implementation, review and evaluation leads to school improvement, through the best use of resources & opportunities.
Monitor the progress and evaluate the impact, of the school's policies, practices, targets and priorities, identifying developments needed and working with the Headteacher and Governors to achieve them.
An unrelenting focus to maximise student attainment, progress and achievement across the school.
To be a consistently outstanding role model as a teacher and leader.
To ensure that all pupils, in particular vulnerable pupils in receipt of pupil premium, make accelerated progress in order to narrow the gap between them and their peers.
To play a major role in the monitoring and development of high quality teaching and learning throughout the school.
Co-ordinate and manage the school staff, reacting to immediate need and proactively planning for success.





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Monitor the teaching, planning and curriculum delivery and collate feedback in order to ensure quality, inclusion and progression from each year group and between key stages.
To work with the Headteacher on the appointment and induction of staff.
Assist the Headteacher with the completion of performance development meetings – support staff, MSAs.
To support and develop teachers at an early stage of their career to become outstanding teachers.
To support emerging school leaders and enhance the school succession planning.
Assist the Headteacher and Admin/Finance team with budgetary control of the school.
Assist the Headteacher with mentoring and coaching of teachers within the school.
To work with the SLT & others to present an accurate and coherent account of the school’s performance to a range of audiences, enabling them to play their part effectively.
Monitor the sports premium and its provision.
To attend meetings and provide information and objective advice and support to the Governing Body to enable it to meet its responsibilities.
Plan and deliver whole school staff meetings and insets.
To take a leading role in developing the schools work, life and positive ethos.
Assist the Headteacher with checking reports and reporting arrangements.
Take a lead on supporting behaviour management across the school.





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Person specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Qualified teacher status • Degree level qualification • Current Level 2 Safeguarding • Willingness to undertake CPD • Current DBS • Successful teaching experience of the primary age range • Successful experience of monitoring, evaluating and improving the quality of teaching and learning • Experience of removing barriers for vulnerable groups and individuals 	<ul style="list-style-type: none"> • Relevant postgraduate professional qualification • Previous experience of leading a team • Experience of end of KS statutory testing • Experience of promoting positive social and emotional wellbeing • Experience of managing a child protection caseload • Experience of successfully promoting positive learning behaviours
Knowledge and skills	<ul style="list-style-type: none"> • An outstanding teacher who is able to maintain their teaching standard whilst supporting others • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (E mail, word processing, spreadsheet) • Ability to foster a school ethos which aligns to that of the school • Effective oral and written communication skills • An unrelenting focus to maximise student attainment, progress and achievement • Clear understanding of what makes outstanding teaching • Innovative leadership of a curriculum area • Proven track record of delivering high quality outcomes • Ability to collect, analyse and strategically use data to raise standards 	<ul style="list-style-type: none"> • First aid skills • Working knowledge of social media • A passion for and understanding of the principles of nurture • Understanding of school governance • Understanding of school finance • Understanding of school leadership structures • Proficient with school online systems: SIMS, CPOMS •





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<p>Personal qualities</p>	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude • An inspiring leader holding high expectations personally and for his/her team • Decisiveness • A person of high values and absolute integrity who will always put the needs of the school first 	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing
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