

Hanham Primary Federation

Job description for Junior Associate Headteacher

Leadership Scale: 11-17 (£50,476 - £58,389)

Accountable to: The Primary Headteacher (Executive Headteacher)

The Junior Associate Headteacher is responsible for the day to day running of Hanham Abbots Junior (HAJ) School and also plays a strategic role in the Federation. **The role requires an expertise in the education of KS2 children.**

Key Purposes of the Post

- ✓ To work with the Primary Headteacher to further the strategic development of the federated schools, encouraging the development of further joint working whilst valuing the unique qualities of each school.
- ✓ To be a leading professional in the education of KS2 children in the Hanham Primary Federation.
- ✓ To build on the improving standards already in place at HAJ and ensure the school maintains a creative and enjoyable learning environment in which children excel.
- ✓ To work with the Primary Headteacher to manage the schools' resources, including people, money and the school environment, to achieve the Federation's educational objectives.
- ✓ To represent and be an advocate for HAJ in the Federation and the local and wider community - and to work to develop productive engagement.

Key responsibilities

Strategic Direction and Shaping the Future

- ✓ Work with the Primary Headteacher to develop a shared long-term vision which is underpinned by good financial planning and use of resources.
- ✓ Work with the Primary Headteacher, the Federation Governing Body, staff and other stakeholders to translate the vision into plans to motivate the staff and children and engage the parents and wider community.
- ✓ Be active in advising the staff and Governors on developments in educational thinking and national initiatives that might affect the future direction of KS2 practice within the Federation.

Leading Teaching and Learning

- ✓ Lead teaching and learning in KS2 so that all children make good progress and achieve their very best.
- ✓ Provide a broad and balanced curriculum that meets the needs of the children, statutory requirements and the Hanham Primary Federation educational vision.
- ✓ Continue to develop assessment systems across the Federation that not only meet statutory requirements but also inform planning and teaching.
- ✓ Ensure that teaching and learning sit at the heart of all leadership and management decisions.
- ✓ Assess, monitor and evaluate the quality of classroom teaching in order to build on good practice and act on areas for improvement.
- ✓ Create a culture of challenge and support where all children can become engaged in their own learning and become successful.
- ✓ Work with the Infant Associate Headteacher to ensure that learning and social transition between KS1 and KS2 is effective.
- ✓ Ensure that parents and carers are included as partners in their child's progress.

Staff Management and Development

- ✓ As Junior Associate Headteacher, reflect on one's own practice and professional development and seek to improve it.
- ✓ By example, lead, value effort, support, challenge and encourage an ethos of trust and teamwork among all staff.
- ✓ Recognise and support the excellent opportunities the Federation offers.
- ✓ Provide and encourage professional development and performance management in line with the Federation's development and strategic plans.

Managing Hanham Abbots Junior School

- ✓ Ensure that the leadership and organisational structures are fit for purpose, facilitate continuous improvement and optimise the benefits of being a Federation.
- ✓ Work with the Primary Headteacher to manage the financial and human resources effectively to achieve the Federation's educational objectives.
- ✓ Manage the curriculum and learning environment so that it meets the learning needs of all children and secures their well-being and safety.
- ✓ Work collaboratively with the Primary Assistant Headteacher to ensure that provision for disadvantaged groups enables them to make good progress in comparison with their peers.

Accountability and Communication

- ✓ Ensure staff roles and responsibilities within HAJ are clearly defined, understood and subject to annual review and evaluation.
- ✓ Work with the Governing Body providing information, reports, advice and support to enable it to meet its responsibilities.
- ✓ Work with the Primary Headteacher to create an ethos in which all staff recognise and value the idea that they are accountable as part of the success of the Hanham Primary Federation.
- ✓ Present accurate and clear information about the achievements (attainment and progress) of HAJ to parents and carers, Governors, the Local Authority and the community.
- ✓ Ensure that the above audiences are informed (as appropriate) about the curriculum, development plans and priorities of the school.
- ✓ Engage, alongside the Primary Headteacher, staff and Governors, in regular school self-evaluation in order to develop the best practice.

Strengthening Community

- ✓ Develop an inclusive place of learning open to the whole community.
- ✓ Develop and maintain effective partnerships with Samuel White's School, parents and carers, Federation Governors, the Local Authority and the local schools network.
- ✓ Extend the opportunities for learning outside the classroom by developing effective links with the local community and wider links, such as schools and organisations in other countries.
- ✓ Promote and extend the extra-curricular offer to all children to stimulate interest and enhance their engagement in school.

This job description complies with the guidance in the Headteachers' Pay and Conditions document.

The Hanham Primary Federation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appointment to this post will be subject to appropriate vetting, including an enhanced Disclosure & Barring Service check.

This role will need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.