

**Post Title:** Assistant Headteacher

**Grade/Scale:** L10 – 14

**Line Management responsibilities:** To be confirmed on appointment

**Responsible for:** To be confirmed on appointment

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**Purpose of the post;**

To work with and support the Principal, Deputy Headteacher and the Governors in:

- Developing the campus/school and shaping year on year growth and development.
- Establishing, supporting and sharing the vision and ethos of the school
- The supervision and performance management of teaching and support staff in relation to the conditions of service.
- Working alongside other teachers in the classroom and to be flexible in terms of the future balance of class teaching and strategic leadership as the school grows
- Leading and coordinating a specific area across the school.
- Ensuring that the quality of teaching and learning is improved so that it is consistently outstanding.
- Supporting in the development of CPD and quality assurance across the school and campus.
- Inspiring high quality teaching and learning and high expectations through the modelling of excellent practice, meeting all the varied additional needs of pupils at the school.
- Contributing towards the school's strategic development and evaluations as a leading member of the school's leadership team.
- Supporting the Principal in maintaining and developing the good name of the school at all times, both internally and externally.

To teach and also undertake the professional responsibilities of the Assistant Headteacher as directed by the Principal

**1. Leadership & management**

- i. To uphold the core principles, values and ethos of Netherhall Learning Campus.
- ii. In partnership with the Principal to be actively involved in NLC improvement issues including extra-curricular education.
- iii. To take a lead in initiatives, promoting and modelling best practice.
- iv. To share responsibility for the school self-evaluation process.
- v. To work with the Principal and Governors in strategic planning including work on the school improvement plan.
- vi. To formulate, promote and model the implementation of the policies, aims and objectives of the school/campus.
- vii. To lead staff meetings, staff development sessions and team meetings as appropriate and be responsible for ensuring these are planned and evaluated effectively, and relevant actions agreed and followed up.
- viii. To be able to use ICT effectively in all aspects of campus work.
- ix. To lead and support in the development of policies and ensuring they are adhered to.

**2. Staffing**

- i. To contribute to the development of the leadership team.
- ii. To support the Principal in ensuring proper standards of professional performance and conduct are established and maintained.
- iii. To promote and take responsibility for areas agreed with the Principal e.g. continuous professional development.
- iv. To take a team leader role in performance management of teaching staff, including the team leader role for all support staff, and to facilitate continued professional development.
- v. To foster good working relationships with staff, ensure effective communication and help promote welfare, morale and motivation of all staff with high positive regard and mutual respect for all within the context of equal opportunity.

- vi. To offer leadership, guidance and support to staff in relation to teaching and learning and behaviour improvement strategies.
- vii. To model and support the use of unconditional positive regard throughout the school/campus.
- viii. Provide a professional role model for all staff and support the Principal in creating and maintaining a climate that is supportive of staff, pupils and parents.
- ix. To support the Principal and Governing Body as appropriate with the selection and recruitment of staff to the school/campus.
- x. To organise staffing timetables and cover classes where required.

### **3. Pupils**

- i. To undertake responsibility for the effective teaching and learning of a class or classes or groups of pupils in the school, ensuring that the pupils have an appropriate curriculum in line with school policy.
- ii. To take responsibility for the welfare of all pupils in the absence of the Principal.
- iii. To encourage a consistent, positive approach to the pastoral welfare of all pupils.
- iv. To promote the good behaviour of all pupils working with colleagues, parents and the community.
- v. To set the highest possible standards of classroom practice and management as an exemplar to other colleagues.
- vi. To actively promote the spiritual, moral, cultural, social, intellectual, and physical development of pupils.
- vii. To model, promote and develop across all staff, a consistent, positive and inclusive approach to behaviour improvement in line with school/campus policy.
- viii. To ensure the following of all safeguarding, health and safety, modern British values, inclusion and equality policies and procedures.

### **4. Curriculum**

- i. To liaise with the Principal to determine the arrangements for the organisation of the curriculum and to support staff in its effective delivery.
- ii. To lead curriculum innovation and practice and take a leading role in monitoring, reviewing and evaluating the curriculum to ensure that provision expectations and standards are high.
- iii. To liaise with the Principal and Leadership Team with regard to the production, implementation, evaluation and revision of school organisation, policy, planning, assessment and moderation.
- iv. To keep up to date with new initiatives, attending professional development courses, where appropriate, and disseminating information to staff.

### **5. Site and premises**

- i. To be aware of and assist in supporting the Health and Safety policy of the Governing Body and to advise the Principal of any known concerns regarding security.
- ii. To advise the Principal of any known concerns and liaise with appropriate agencies as and when necessary in conjunction with and on behalf of the Principal.
- iii. To take necessary and appropriate action in the absence of the Principal.

### **6. Governing Body, parents and community**

- i. To undertake other such duties and responsibilities of an equivalent nature, as may be determined by the Principal from time to time, in consultation with the post holder.
- ii. The post holder's duties must at all times be carried out in compliance with the school/campus's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to read our safeguarding policy.

Alternatively go to <http://www.kirklees.gov.uk/beta/working-for-kirklees/about-kirklees.aspx>



**PERSON SPECIFICATION:  
Assistant Headteacher**

Qualifications	Essential	Desirable
QTS	✓	
Evidence of further relevant qualifications	✓	
Further subject-based training		✓
Leadership or management training		✓
SENCO qualification or willingness to do this within the first year		✓

Experience	Essential	Desirable
Successful experience of school leadership	✓	
Experience of leading and developing a whole school aspect of education within a school /academy/campus setting	✓	
Experience of teaching in more than one key stage	✓	
Managing resources and personnel	✓	
Be an outstanding and reflective teaching practitioner	✓	
Evidence of success in leading on safeguarding and securing whole school improvement	✓	
Have a broad knowledge of developments in safeguarding, child protection and student wellbeing	✓	

Personal and Professional Qualities	Essential	Desirable
An understanding of the importance of excellent relationships with parents and the wider local community	✓	
Be committed to the principles of inclusive education	✓	
Be committed to continuing professional development through wider reading, research and membership of professional organisations	✓	
To possess an awareness of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity	✓	
To demonstrate good decision making skills with an ability to identify and implement solutions to problems	✓	
To demonstrate an enjoyment for working in new and changing situations, steering the vision through from beginning to end	✓	
To demonstrate a commitment to Netherhall Learning Campus,	✓	
To model our campus values and to being a team player	✓	
Innovative, creative	✓	
The ability to tackle difficult issues and take difficult decisions and convey outcomes clearly and sensitively	✓	
Commitment to collaborative working	✓	
We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	✓	

