**Benjamin Britten School**  

## Post: Assistant Headteacher (Upper School)

## Responsible To: Headmaster

## Job Description: Core Elements

1. To lead in ensuring that standards of behaviour and attitudes to learning are exceptionally high among all students
2. To lead in ensuring that student achievement by age 16 is high compared to that found nationally
3. To lead in ensuring that the quality of teaching in the school is usually good and often outstanding
4. To contribute significantly to the strategic direction of the school within the context of the Leadership Team
5. To lead in the application of whole school policies
6. To serve as the coordinating school leader in support of the work of the Local Governing Governors’ as directed by the Headteacher
7. To provide reports for the Headteacher and others as requested in relation to the behaviour and attendance of students in Main School
8. To maintain an overview of and develop strategies and practices to improve attendance in the Main School in liaison with other Key Stage managers and external agencies
9. To oversee the school’s safeguarding work
10. To develop and coordinate links between Main School and partners in services associated with the school
11. To develop links between Key Stages within the school and outwith the school
12. To line manage the school’s SENCo
13. To work with the Headteacher in regard to appeals both for admissions and exclusions
14. To lead in and developing and quality assuring the Pastoral Curriculum in Main School
15. To analyse and develop the use of Data in the Main School including its application in pastoral based interventions
16. To lead in maintaining sound order and discipline throughout the school
17. To lead the work of the behaviour support team in Upper School
18. To oversee and organise the work of support staff on duty, maintaining a high level of visible presence during social times
19. To work with Headteacher in developing and implementing effective practice for the management of social time and space
20. To lead in behaviour and pastoral support meetings
21. To lead in the development of all school publications under the direction of the Headteacher
22. To line manage support staff as directed by the Headteacher
23. To line manage curriculum areas as directed by the Headteacher
24. Any other responsibility as may reasonably be assigned by the Headteacher

Name: …………………………………………………………….. (Please print)

Signature ………………………………………………………...... Date: ……………….

Name: …………………………………………………………….. (Please print)

Signature ………………………………………………………...... Headteacher Date: ……………….