**Post: Assistant Headteacher - Role Outline**

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| *Responsible to:* | Headteacher |
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| *Responsible for:* | The specific responsibilities of the role will be determined by the skills of the successful candidate and the needs of the school. For all senior roles an ability to provide whole school strategic and operational leadership for the school is essential. The role will involve a responsibility to set and maintain the highest standards across the school. The Assistant Headteacher will lead and provide strategic direction in a variety of whole school areas in a range of responsibilities which may include curriculum, progress, quality of teaching, pastoral and inclusion related responsibilities. The Assistant Headteacher will contribute significantly to driving school improvement by implementing high quality provision that leads to positive outcomes for students in AspirePlus Trust schools. |
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| *Liaising with:* | Headteacher  Deputy Headteacher  Assistant Headteachers  Subject Leaders/Heads of Department  Subject Departments  Data Managers  Inclusion, Support and Administration leaders and teams  Parents and carers  External agencies |
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| *Purpose:* | * To monitor and support the overall impact of inclusion provision and teaching and learning on student outcomes * To lead on the tracking of student performance in the defined areas of responsibility and to ensure the effective use of data to improve overall provision and outcomes for students * To support the implementation of effective provision by working with school based leaders in up-skilling colleagues to teach, lead and support in the most effective way * To lead by example and deliver high quality teaching and learning with dramatic impact. * To develop and implement robust quality assurance practices that impact significantly on the consistency of standards * To facilitate positive learning experiences and remove barriers to learning, which provide students with the opportunity to achieve their individual potential. * To lead school based responsibility holders in the raising of standards of inclusion provision, student achievement and progress. * To provide proactive strategic leadership by setting challenging targets for improvement and developing clear plans that can be tracked to show the impact of actions taken. |

Salary: Leadership Scale 12-16

Contract: Permanent

The Assistant Headteacher(s) will have leadership responsibility for securing continuous improvement in the quality of teaching, learning, overall standards and outcomes (in specified areas) by:

• contributing to the senior leadership team of the AspirePlus Educational Trust

• supporting and contributing to the educational vision of the Trust

• lead on improvement planning for specified areas in the Trust

• strategically leading school based subject leaders and teams

• developing and leading consistent approaches to provision

• securing striking impact on student achievement and progress

• spreading good practice based on educational research

• coordinating effective quality assurance to secure the highest standards

• monitoring standards of teaching, learning and overall standards

• leading on continuing professional development

• mentoring and coaching leaders and teachers

• providing high quality training and CPD experiences

• contributing to the appraisal process of leaders, teachers and support staff

• supporting and challenging teachers experiencing difficulties

**Responsibilities**

The specific responsibilities of the role will be determined by the skills of the successful candidate and the needs of the school.

The core purpose of the Assistant Headteacher is to support the senior leadership team in providing professional strategic leadership and operational management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school’s work. The Assistant Headteacher must help establish high quality education by ensuring the effective leadership and management of teaching, learning and inclusion systems to support all students in maximising their full potential.

**Operational/Strategic Planning**

1.1 To coordinate and lead the development and consistent application of appropriate policies, strategies and approaches to support the realisation of the whole school vision.

1.2 To contribute to the school’s improvement planning and its implementation through strategic leadership of the individual leaders, teachers and support staff within the defined areas of responsibility.

1.3 To coordinate the planning, preparation and delivery of provision within the specified responsibilities of the role, and the appropriate training and CPD for the wider team.

1.4 To follow Trust and school policies and procedures and ensure that these are the most effective for good learning and provision for students in all areas.

**Provision Development**

2.1 lead and provide strategic direction in a variety of specified whole school areas, which cover a range of curriculum, progress, inclusion and pastoral related responsibilities

2.2 To make a significant contribution to the effectiveness of the Senior Leadership Team

2.3 To take a key role in the continuing development and success of the school.

2.4 To provide strategic leadership which improves the academic success of pupils

2.5 To actively promote and maintain the school’s standards of behaviour, uniform, attendance and punctuality

2.6 To provide effective line management of Middle Leaders, providing appropriate support, challenge and accountability

2.7 To contribute to and lead on aspects of the school’s systems for monitoring and evaluation

2.8 To support the evaluation of the effectiveness of school policies and systems and analyse their impact

2.9 To participate fully in the life of the school, including leading assemblies and whole school events

2.10 To support the Appraisal cycle at senior level and use the process to develop personal and professional effectiveness across the school

2.11 To support and lead on aspects of staff development and induction of new staff

2.12 To work with other Senior and Middle Leaders across the AspirePlus Educational Trust, and contribute to whole Trust initiatives and developments

2.13 To establish positive working relationships with all stakeholders, providing reports and presentations when required

2.14 To work effectively with staff across the AspirePlus Educational Trust, providing support and training where appropriate

2.15 Take a leading role in developing high quality communication with parents, including reporting, information sharing and face- to-face meetings

2.16 To contribute to the development of the school’s community involvement.

2.17 To establish links with external providers, agencies and relevant stakeholders as appropriate

**Quality Assurance**

3.1 To lead on the implementation of highly effective internal Quality Assurance procedures

3.2 To contribute to the school’s process of monitoring and evaluation of specified areas of responsibility, including evaluation against quality standards and performance criteria.

3.3 To support all post holders in each school and professionally challenge them so as to get the very best outcomes for all students.

**Data and Interventions**

4.1 To develop and implement highly effective approaches to monitoring and evaluating all aspects of performance within the specified areas of responsibility

4.2 To ensure relevant documentation to assist in the tracking of students is maintained, accurate and up-to-date

4.3 To lead on the monitoring, tracking and evaluation of student progress and provision within the specified areas of responsibility and ensure all teams are effective in using data to inform teaching, learning and interventions providing suitable levels of challenge, which leads to the highest outcomes for students

**Communications**

5.1 To communicate effectively with staff, students and families as appropriate.

5.2 Where appropriate, to communicate and cooperate with persons or external agencies.

5.3 To follow agreed policies for communications in the school.

**Professional Standards**

6.1 To support the aims of the AspirePlus Educational Trust to promote a learning community where children work hard and flourish.

6.2 To support and secure the commitment of others to the vision, ethos, and policies of the school and promote high standards in all aspects of school life.

6.3 To be an effective professional, who challenges and supports all students to do their best.

6.4 Treat all members of the community, colleagues and students, with respect and consideration.

6.5 To promote a positive interface between the school and the wider community.

6.6 Treat all students fairly, consistently and without prejudice.

6.7 Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.

6.8 Promote the aims of the Trust by attendance at and participation in events such as open evenings, parents’ evenings and the like.

6.9 Support the ethos of the Trust by avoiding confrontation, rewarding achievement and positive classroom management

6.10 Take responsibility for your own professional development and participate in staff training when required.

6.11 Reflect on your own practice as well as the practices of the schools with the aim of improving all that we do.

6.12 Read and adhere to the various policies and priorities of the schools as expressed in the School Improvement Plans, the staff handbooks, subject team/year team documentation etc.

6.13 Participate in the management of the schools by attending and actively contributing to various team and staff meetings.

6.14 Undertake duties as prescribed within policies.

6.15 Ensure that all deadlines are met as published in the calendar, and as directed by the

6.16 Undertake professional duties that may be reasonably assigned to you by the Headteacher.

6.17 Be proactive and comply with the school’s Health and safety policy and undertake risk assessments as appropriate

This outline is intended to sit alongside existing teaching and leadership contracts and is not necessarily a comprehensive definition of the role. It will be reviewed regularly as the role develops and it may be subject to modification or amendment at any time after consultation with the holder of the post.

**November 2018**