

# Assistant Headteacher



## Job Profile & Person Specification

### Core purpose

The core purpose of this role is to support the Headteacher in providing professional and strategic leadership and management of the school that will establish a secure foundation from which to achieve high standards in all areas of the school's work.

### Specific responsibilities

Members of the leadership team will have clearly defined responsibilities and the successful applicant will take responsibility for key strategic areas. These will change from time to time and develop as the school grows. This is in order to develop the skills and experience of the individual within the team and also to respond to school needs.

1. To assist the Headteacher in whole school strategic planning with specific responsibilities for designated areas; including supporting the Headteacher with the leadership of the school's Christian ethos and values. This will include overseeing the planning and delivering of Collective Worship in the school and supporting the Headteacher in leading the school's preparation for SIAMs inspections.
2. To deputise for the Headteacher as required.
3. To undertake the implementation of the School Development Plan as identified within the plan.
4. To assist in the preparation of curriculum, capital and other bids and submissions to outside agencies.
5. To line manage designated subject coordinators and other staff in all aspects of their responsibilities for raising achievement in the school.
6. To assist the Headteacher in the self-evaluation process of the school through relevant reviews of key aspects of provision and standards.
7. To assist the Headteacher with interviewing and staffing.
8. To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in lunchtime supervision and other duties.
9. To share responsibility with other members of the Leadership Team for the good order and conduct of pupils throughout the school.
10. To lead on the performance management of designated staff.
11. To keep an overview of an allocated year group/s and ensure that procedures are instigated for year group parental consultation evenings and reports home.
12. To attend Leadership Team meetings and other management meetings as required.
13. To attend meetings of the Governing Body and its committees as required.

*In all your ways acknowledge him and he will make your paths straight.*  
Proverbs 3:6

**General Responsibilities (all staff):**

1. To assist in the delivery of the curriculum through the scheduled teaching programme and the provision of cover for absent teachers in emergencies.
2. To perform duties and attend meetings as reasonably required.
3. To assess and record pupils' achievements, to prepare reports and take part in parental consultations.
4. To participate in the School's performance management scheme.
5. To undergo in-service training where required to keep abreast of developments in school initiatives curriculum and subject areas.
6. To contribute to the school's pastoral system.
7. To observe and implement current school policies and good practice.
8. To carry out such particular duties as the Headteacher may reasonably direct from time to time, in accordance with the Teachers' Pay and Conditions of Service Act 1987.

# Person Specification

## **Experience and Leadership**

- Development of good and outstanding teaching
- Leading the achievement of outstanding outcomes across the full range of student abilities
- Successfully leading change
- Managing, motivating and developing staff
- Using data and benchmarks to ensure the progress of every pupil
- Leading a curriculum team in a secondary school

## **Professional knowledge**

- Effective use of school improvement planning and multi-level self-evaluation
- Use of management structures to achieve high standards
- How effectively to support students' pastoral and emotional needs and care for the "whole child".
- Current educational issues and developments

## **Skills**

- An excellent classroom practitioner who leads by example
- Develops, articulates and maintains a clear vision and leads others to plan and deliver it
- Communicates in a way that inspires and motivates children and adults
- Improves and maintains a levels of attainment and success
- Reviews, monitors and evaluates progress and results
- Leads, coordinates and delegates
- Thinks both strategically and operationally, according to the situation
- Analyses, evaluates and uses data to support decision making
- Manages change and works well under pressure
- Manages the performance of others effectively

## **Attributes**

- Creates robust, trusting, honest, and supportive relationships
- Flexible and resourceful
- Displays moral, intellectual and personal integrity and authority
- Support, lead and role model the Christian ethos and values of the school as a practising Christian
- Shows determination, optimism and resilience in the face of challenges and set-backs
- Is committed to equality of opportunity, community cohesion and pupil social mobility

## **Qualifications**

- Qualified to degree level.
- Qualified teacher status.
- Recent, relevant professional development.

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