

## **Job Description**

**Job Title:** Assistant Headteacher

**Pay Scale:** Leadership Scale (Inner London) L16-20

**Reporting to:** Headteacher or Deputy Headteacher

### **About you:**

You will be an excellent classroom practitioner with a proven track record of success at Middle Leader or Senior Leader level and have the aptitude to create the vision for and lead strategically on a range of whole school areas.

### **Job Purpose**

- Play a major role, under the overall direction of the Headteacher, in formulating the aims and objectives of the school in the context of the governors' strategic vision.
- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff and participate in school monitoring and self-evaluation procedures
- To share responsibility for the daily administration and management of the school.
- To contribute to the all-round success of the school.
- To promote and be involved in the wider life of the school community.

### **Leading/Managing Policy**

- Contribute as a member of the SLT to the development of the strategic direction of the school.
- Lead on the planning and implementation of specific whole school activities.
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans.
- Implement and support behaviour management systems in line with school policies.
- Support Governors in their policy development and monitoring roles by attending and presenting at sub-committees and Governor meetings as necessary.
- Ensure that policies and practices relevant to your areas of leadership are consistent with current statutory guidelines.

## **Leading/Managing People**

- Set performance management review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy.
- Advise the SLT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed.
- Support and challenge colleagues to be as effective as they can in their roles and develop their capacity over time.
- Advise the Headteacher, SLT and Governors on staffing appointments where required.
- Establish, lead and chair, as necessary, meetings of groups of staff.
- Take a full and committed part in your own performance management, as well as those of your team members.
- Assist with the effective induction of new staff, as required.
- Be seen as a role model in terms of industry, innovation, commitment and have a positive impact upon children's lives and education.
- Have a visible presence around the school during the day.

## **Managing Resources**

- Be responsible for the budget relating to designated areas of leadership and/or management

## **External Relations**

- Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies.
- Handle difficult situations and issues with sensitivity and calm ensuring you are always aware of the safeguarding of our students, data protection and the need for strict confidentiality at all times.
- Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events in the absence of the Headteacher and Deputy Heads, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices.

## **Line Management**

- The line manager will be identified on appointment and will carry out the post holder's performance appraisal. Line management might change as a result of staff changes/post changes.
- Formal line management meetings will take place at the request of either the line manager or the post holder.
- The Assistant Head will also report to the relevant Subject Leader for their teaching responsibilities.

## **Supervision**

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

## **Other**

- Other duties which may be reasonably required or delegated by the Headteacher, from time to time.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
- Haverstock School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## **Safeguarding Children**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Safeguarding Policy at all times.

## Person Specification

| Category                              | Essential   | Desirable  |
|---------------------------------------|---|--|
| <b>Qualifications and Training</b>    | <ul style="list-style-type: none"> <li>• Graduate (with a good degree).</li> <li>• Qualified Teacher Status</li> <li>• Evidence of appropriate professional development</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of Continuing Professional Development relevant to role</li> <li>• Leadership Qualification</li> </ul>   |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>• A proven track record in raising achievement within his/her own teaching</li> <li>• Experience of leading and motivating a successful team at Middle or Senior level.</li> <li>• Experience of using MS Word, Excel and SIMS.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of successfully leading in more than one area at Middle Leader level.</li> <li>• Experience of working with more than one school.</li> <li>• Experience of working in an urban complex school.</li> </ul>  |
| <b>Skills, knowledge and aptitude</b> | <ul style="list-style-type: none"> <li>• Highly skilled classroom practitioner.</li> <li>• Excellent oral and written communication skills</li> <li>• Emotional Intelligence</li> <li>• Strong interpersonal skills</li> <li>• Capacity for hard work and highly effective time management</li> <li>• The ability to think analytically and strategically</li> <li>• Persuasiveness</li> <li>• The ability to prioritise changing demands whilst managing own workload.</li> <li>• Creative problem solver</li> <li>• The ability to lead, challenge and support others</li> <li>• Good ICT, administrative and organisational skills.</li> <li>• The ability to work flexibly as part of a team and to work co-operatively and collaboratively.</li> <li>• Evidence of a good record of attendance and punctuality, and an ability to cope under pressure.</li> <li>• Ability to manage work-life balance and own well-being.</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge and experience of school improvement planning</li> <li>• Knowledge and experience of monitoring, evaluation and review processes</li> <li>• Ambition to progress to Deputy Headship and Headship</li> </ul> |
| <b>Personal Attributes</b>            | <ul style="list-style-type: none"> <li>• Ability to establish inclusive, respectful, supportive and constructive relationships with young people, parents, colleagues and other stakeholders.</li> <li>• Sensitivity and empathy towards others</li> <li>• Self-motivation and initiative</li> <li>• Commitment to the protection and safeguarding of children and young people.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• Sense of humour</li> </ul>   | <ul style="list-style-type: none"> <li>• Energy, ambition and enthusiasm with a willingness to develop new skills.</li> <li>• Flexibility and desire to adapt to different role and tasks</li> </ul>   |

Haverstock is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.