



## **Job Description: Assistant Headteacher**

<b>Salary:</b>	<b>L12 – L16 (£51,639 - £57,077)</b>
<b>Contract type:</b>	Permanent
<b>Responsible to:</b>	Headteacher/Deputy Headteacher
<b>Liaise with:</b>	Headteacher/Deputy Headteacher/Assistant Headteacher, SENCo, teaching and non-teaching staff, Parents/Carers and relevant external agencies/professionals
<b>Accountability:</b>	<p>Providing leadership to ensure outstanding educational achievement through high standards of Teaching and Learning.</p> <p>To implement the school improvement plan and school evaluation document so that they have a positive impact on moving the school forward.</p> <p>Ensure that performance management protocols are consistently discharged.</p>

### **JOB PURPOSE**

- To uphold the vision and aims of the school.
- To work co-operatively with, and in support of, all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.
- To raise standards of student achievement within the whole curriculum and to monitor, support and ensure student progress in a specific curriculum area.

### **The Role**

- Deputise for the Headteacher or Deputy Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- To undertake a significant role in maintaining a high standard of 'Behaviour for Learning' within the framework of the school policy and supporting other staff as necessary.
- To support the Headteacher in the application of capability procedures should the need arise.
- Core and specific responsibilities as outlined.
- The strategic development of the school.
- Leadership, management and development of Teaching & Learning and CPD.
- The line management of designated curriculum areas.
- Overseeing student progress and attainment in a year group and support of the Learning and Pastoral Support Officer as required.

## **Core Responsibilities**

- To fulfil the requirements of a classroom teacher to Core and Post Threshold standards.
- To work as a member of the Strategic Leadership Team.
- To share a common vision for the school and participate in the school's strategic planning and implementation.
- To undertake specific professional responsibilities and duties which help provide professional leadership and management of staff within the school.
- To assist in, and to have the opportunity to lead in, the forward-planning and smooth running of the school, through regular Strategic Leadership Meetings.
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the school by consistently reaffirming and enforcing core values.
- To ensure that the character and reputation of the school is highly regarded and maintained.
- To encourage staff, by personal example, to participate in all aspects of school life.
- To attend all meetings relevant to the post and to update the Headteacher and Governors as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the school, through regular monitoring and coaching and by personal example.
- To perform the duties of Performance Management Reviewer for identified teachers and leaders:-
  - Reviewing annually the performance of these teachers/leaders and setting new objectives in line with school policy and procedures.
  - Making recommendations on pay progression based on school policy and consistently applied standards to the Governors Pay Committee where appropriate
- To contribute to the delivery of assemblies.
- To Line Manage curriculum areas and a year group as required by the Headteacher.

## **SPECIFIC RESPONSIBILITIES**

### **Teaching and Learning** (working with the Deputy Headteacher):

#### **The Vision**

- To develop and sustain the highest quality Teaching & Learning.
- To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on the quality of Teaching and Learning and the excellence of student achievement.
- To play a leading role in setting aims and objectives for the school with regard to Teaching and Learning and behaviour for learning and in formulating the School Plan along with the Headteacher, Strategic Leadership Team and Governors.
- To stimulate a positive learning environment in the school in which students receive high quality learning experiences which are relevant to their learning styles, leading to outstanding standards of achievement.
- To lead and implement the School Plan with relation to the quality of Teaching and Learning.

### Pedagogical Development

- To inspire both teachers and students with a vision of pedagogical development that provides a pathway to personalisation and appropriate academic and skill development.
- To lead the development of learning – leading the ongoing implementation of strategies to remove barriers to learning and maximise every student's chance of success.
- To develop Teaching and Learning through the exploration and implementation of approaches to learning such as thinking skills, PLTs and a coherent approach to transitional KS3 learning.
- Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- To provide guidance and support to curriculum leaders and other staff in order to improve the quality of Teaching and Learning.
- Ensure excellence in classroom practice informed by the principles of assessment for learning.
- To organise and chair a weekly senior leadership team meeting focusing on Teaching and Learning.
- To review and develop the school's Teaching and Learning Policy in line with the current educational developments and good practice.

### Quality Assurance

- To maintain an informed view of standards and of the quality of Teaching and Learning across the school by monitoring students' learning and work and teachers' planning and teaching.
- To ensure consistency and quality in all aspects of the school self-evaluation with regard to Teaching and Learning, keeping all processes in line with current Ofsted thinking.
- Monitor and quality assure independent study including homework provision.
- Model an emotionally intelligent approach to ensuring excellence in behaviour for learning.
- To carry out teaching duties, as agreed with the Headteacher, providing a model of outstanding practice for colleagues
- To monitor the quality of Teaching and Learning through lesson observations, co-ordinating and leading the school's programme for lesson observation including evaluation and the production of action plans.
- To monitor the full range of student work, through work scrutiny activities and other approaches currently adopted as part of our cycle of reflection weeks.
- Overseeing the review and management of the faculty self evaluation forms in relation to the quality of Teaching and Learning.
- Overseeing the inclusion and implementation of Teaching and Learning improvement through faculty plans.
- To complete the whole school Self-Evaluation Form in relation to the quality of Teaching and Learning.
- Ensure that lesson observations are multi-purpose, providing for individual and whole school improvements, developments and self-evaluation.
- To oversee SLT drop-ins and to feed-back on impressions formed.

### **Working with Stakeholders**

- Oversight of the educational aspects of extra-curricular activities including trips and visits.
- To provide oral and written reports for Governing Body as required.
- To participate in recruitment and selection, as agreed with the Headteacher.
- To liaise effectively with parents and carers to ensure good relationships between Westleigh High and home in order to improve teaching, learning.
- To lead and manage working groups as appropriate.

### **Staff Development**

- Work alongside Senior Leaders and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs.
- Promote teamwork and collaborative working to motivate staff and to ensure effective working relations at a whole school level.
- Lead coaching.
- Ensure the effective deployment of classroom support.

### **Communications**

- Ensure effective communication with other staff at the school, external professionals, pupils and parents/carers as appropriate.
- Develop positive relationships with other schools and professionals within the local and wider locality, HE & FE, industry, examination boards and other relevant external organisations.

### **Marketing and Liaison**

- Actively promote links with other schools and professionals within the local and wider locality and other relevant external organisations in support of curriculum enrichment across the school.
- Actively promote the development of effective subject links with other schools, organisations and the local community in support of whole school events, including Open Evening and other events which encourage parental engagement.
- Actively promote the development of effective cross-curricular subject links across the school community and with external agencies as appropriate.

### **Relationships**

The post holder also interacts on a professional level with colleagues and will seek to establish and maintain professional relationships with them and to promote mutual understanding of the school curriculum with the aim of securing the highest standards in Teaching & Learning at the school.

All Job Descriptions at Westleigh High School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of this Job Description is to clarify and sharpen the focus of the role of the postholder.

This job description will form part of an annual review through Appraisal to discuss your relevant professional development. This review will be between you and your Line Manager.

**Westleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

This post is subject to Enhanced Disclosure procedures