



## **Burnham Grammar Generic Job Description for Assistant Headteacher**

Each Assistant Headteacher is a member of the Senior Leadership Team (SLT) and is line managed by the Headteacher. In addition the Assistant Headteacher will:

Deputise for the Headteacher in his absence if a Deputy Head is unavailable.

### **Ethos**

1. Actively promote the aims and ethos of Burnham Grammar School in all aspects of their professional duties.
2. Proactively work to improve pupil learning, attainment and achievement.
3. Encourage the achievement, enjoyment and satisfaction of students and staff.
4. Lead assemblies as required.
5. Be fully committed to and ensure that they and the staff they line manage understand and are fully committed to the latest National and Bucks County Council guidance on Safeguarding Children and Safer Recruitment.

### **Leadership and school improvement**

6. Take responsibility for specific targets in the School Development Plan and contribute to whole school self-evaluation and development planning.
7. Participate and lead in staff groups on development.
8. Attend and effectively participate in SLT meetings including completing and reporting on subsequent actions of the governors and governors' committees and working groups.
9. Participate in and lead staff development groups.
10. Attend and advise full governing body, governors committees and working groups as required.
11. Keep abreast of national and local developments to inform decision making.
12. Lead departmental reviews in their line-managed departments and participate in others as directed.
13. Prepare for and help to manage Ofsted inspections and preparation.
14. Write, review, evaluate and improve the impact of whole school policies they are responsible for.

## **Learning**

- 15. Have a role in the development of whole school learning and teaching.
- 16. Share responsibility for the learning and personal development of all pupils.
- 17. Line-manage up to 4 specific Heads of Department or Heads of House, in normal circumstances and facilitate their development and improve their impact using the established line management protocols at the school.
- 18. Actively promote the whole school Learning & Teaching Policy and practice.

## **Staff**

- 19. Strictly follow and promote the school Performance Management and Appraisal process.
- 20. Promote and contribute to the professional development and well-being of all staff.
- 21. Manage and assist in the appointment of staff following the school's Safe Recruitment policy.

## **Community**

- 22. Attend school events and activities as required by the Headteacher.
- 23. Represent the school at external meetings and other events.
- 24. Liaise with other schools outside agencies and other stakeholders as appropriate.
- 25. Carry out a share of supervisory duties in accordance with published rosters.
- 26. Work with and develop staff from schools that are members of the MAT when established.

## **Additional Duties**

- 27. Strictly follow the school policy on Confidentiality and Data Protection.
- 28. Ensure that information sharing internally and externally adheres to all relevant school policies and guidance
- 29. Abide by and actively promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

In addition to these responsibilities and those outlined in the job description for a classroom teacher, each Assistant Headteacher has specific responsibilities which may change periodically to reflect their own professional development needs and priorities in the school development plan.

This generic job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of School Teachers' Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time and have regard to clause 4(1)(f) of the School Teachers' Conditions of Employment.