# CORNELIUS VERMUYDEN SCHOOL

**JOB DESCRIPTION**

**ASSISTANT HEADTEACHER**

## **Job Purpose**

* to lead on whole school initiatives

## to be a role model to all staff demonstrating positive leadership behaviours, confidentiality and discretion

* to be a line manager who is approachable and who develops others by supporting and challenging them to be the best they can be
* to develop and implement strategies that enable all pupils (including the most able) to maximise their learning and achievement and deliver examination results in line with school targets
* to be part of the Senior Leadership Team of the school and contribute to the development of consistent and effective strategies that enable all pupils to maximise their learning and achievement
* to identify and prioritise aspects of professional development needed by the individuals and groups that you line manage and to ensure that this is provided
* to develop learning and teaching across your areas of responsibility so that all staff are good or outstanding
* to evaluate and strategically develop strategies within the school to become outstanding
* to lead on school INSET which promotes and improves outcomes
* to develop and maintain effective quality assurance in areas of school activity, ensuring that it brings about improvement

## **Responsibilities**

## to support the quality assurance, monitoring and evaluation of teaching and learning via observations, scrutiny of planning, record keeping and teaching, scrutiny of work, student feedback, learning styles audits and other activities

* to work with the Business Manager to ensure that the budgets for your areas of responsibility and line management are accurate and provide value for money
* to lead others to implement a wide range of coherent strategies to raise students’ achievement and attainment in Literacy
* to lead self-evaluation, development planning and preparation for inspection in all areas of your responsibility and line management
* to ensure the recording, reporting and monitoring of student progress ensuring that deadlines are met
* to mentor, develop, appraise and lead subject staff
* research and implementing innovative curriculum content and structures
* to ensure teaching is in line with national standards and examination specifications
* identification of pupils needs and organising appropriate intervention
* setting and expecting high standards of pupil behaviour and having in place agreed strategies to deal with behaviour issues within the area
* to undertake any other relevant tasks as may occasionally be required

## **Links**

* to report to the Headteacher and the governing body on progress and outcomes in relation to the above
* to work with all SLT in promoting the school’s values, vision and aims, developing and implementing policy, and monitoring and evaluating progress
* to line manage curriculum area(s)
* implement school policy
* to liaise when required with other stakeholders, especially those supporting improvements in teaching and learning and staff development

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time including on appointment, after consultation with the post holder and without changing the level of responsibility of the post.