

### **Job Description**

**Job Title:** Assistant Headteacher

**Scale:** L7-L11

**Responsible to:** Headteacher

- To monitor and be accountable for the achievement and progress of pupils within a phase or year group
- To analyse assessment data and identify areas of under achievement, implement appropriate interventions and evaluate their effectiveness
- To be a member of the Senior Leadership Team and attend leadership meetings as directed by the headteacher
- To report to the Senior Leadership Team who oversee Achievement and Teaching and Learning across the school
- To lead meetings for planning, moderation of work and pupil progress meetings
- To work with a team within the school to ensure effective communication, continuity and dissemination of information
- To contribute to whole school planning and the formulation of the School Development Plan
- To contribute to monitoring and evaluation of school priorities
- To raise standards of teaching and learning through identifying strengths and weaknesses and ensure that an appropriate support plan is implemented that is reviewed regularly
- To support new staff and offer appropriate induction
- To lead training as appropriate
- To identify their own training needs and actively participate in their performance management
- To be responsible for the pastoral care of children within the school as and where necessary

### **The above is in addition to the Class Teacher Job Description**

It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**Other Responsibilities:**

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

The postholder shall ensure the duties of the post are undertaken with due regard of the schools Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the Trust policies, procedures and priorities.

All Enfield Learning Trust Staff Will:

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the School Improvement Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the trust
- Be committed to achieving the trust values
- Work to develop the school as a successful inclusive trust
- Respond promptly to concerns from parents, staff or students
- Promote the trust in the community
- Work in partnership with all colleagues including the Local Governing Boards and Trustees
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

*All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.*