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| *Reigate School*Assistant Headteacher Job Profile |
| **Job Purpose*** To be a full and active member of the school’s Leadership Team who will provide vision, leadership and direction
* To work in collaboration with other members of the Leadership Team and Governing Body in providing outstanding professional leadership and management and thus enabling the school to achieve its vision, aims and targets
* To help students realise their social, academic and personal potential
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| **Key Accountabilities****Leading & Managing Policy** * Contribute as a member of the Leadership Team to the development of the strategic direction of the school
* Lead on specific whole school initiatives
* 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 servicing sub-committees and Governor meetings as necessary
* Ensure that policies and practices are inclusive

**Leading & Managing People** * Have a visible presence around the school during the day
* Advise the Leadership Team and Governors on staffing appointments
* 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
* Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
* Advise the Leadership Team of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
* Provide advice and guidance for staff in terms of their development within the profession
* Assist with the effective induction of new staff, as required
* Undertake regular whole school assemblies throughout the year
* Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education
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| **Managing Resources** * Monitor health and safety practice and report any issues to relevant staff
* Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
* Manage budgets for your areas of responsibility

**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
* In the absence of the Executive Principal, Head of School and Deputy Headteacher to:

a) participate and play a lead role in planning for designated major school events such as Open Evening and other major school events b) 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 Headteacher 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

**Additional Information** * All employees will need to confirm their right to work in this country or seek sponsorship to work via the school, where appropriate
* The school and its Governing Body are committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation
* 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
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| **Safeguarding Statement** Reigate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.  All successful applicants are required to undertake an Enhanced Disclosure and Barring Service (DBS) check.  |