

Post: Assistant Headteacher

Reporting to: Headteacher

Grade: L14-18

<p>Strategic Development and College Direction</p>	<ul style="list-style-type: none"> • Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing College improvement which identifies priorities and targets for ensuring that pupils achieve high standards and make progress. • Leading the development and maintenance of a high quality positive learning environment to raise standards. • Create a positive ethos and provide educational vision and direction which secures effective teaching, successful learning, achievement by pupils and sustained improvement in their development. • Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the College. • Contribute to the strategic direction of the College including establishing policies to promote high standards. • Advise and support the Headteacher and Governing Body on matters relating to the post.
<p>Leadership</p>	<ul style="list-style-type: none"> • Demonstrate a highly visible presence across the College to support pupils, staff, parents and governors. • Play a full part in the life of the College community, supporting its mission and ethos and encouraging staff and pupils to follow this example. • Actively promote the College policies. • Support the Headteacher in ensuring that all those in the College are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the College. • Provide strategic and operational leadership to named post holders and their teams by modelling and leading the implementation of the pedagogical approach, supporting good climate for learning and all aspects of line management and self-evaluation. • Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs. • Promote teamwork and motivate staff to ensure constructive working relationships. • Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.

Quality Assurance	<ul style="list-style-type: none"> • Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the College in practice and take action, as necessary. • Assist the Headteacher in monitoring, evaluating and reviewing the effects of the College improvement plan to secure progress and College improvement as detailed in the College self-evaluation calendar. • Ensure the effective operation of quality control systems for monitoring College progress. • Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.
Communication and Liaison	<ul style="list-style-type: none"> • Develop and maintain effective partnerships between partners and the wider community to support and improve pupil development and achievement. • Liaise with partner schools, colleges and external agencies as appropriate. • Assist the Headteacher in presenting an account of the College's performance in a form appropriate to a range of audiences including the Governing Body. • Support the Headteacher in ensuring that parents and pupils are well informed about College matters and about their contribution to achieving the College's targets for improvement.
Management of Staff and Resources	<ul style="list-style-type: none"> • To be responsible for the line management and performance management of a Curriculum Team. • To be responsible for the Appraisal of one or more middle leaders. • To participate in the recruitment and development of teaching and non-teaching staff of the College. • To contribute to good management practice by ensuring positive staff participation, effective communication and procedures. • To participate in arrangements for the appraisal of the performance of teachers. • The provision of professional advice and support and the identification of training needs. • Assist the Headteacher to recruit staff of the highest quality. • Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided. • Maintain existing resources and explore opportunities to develop or incorporate new resources.
Class teacher responsibilities	<ul style="list-style-type: none"> • To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document. • To carry out the duties of a general class teacher as detailed in the College's class teacher job description, including some provision for cover of absent teachers.

