



Hazelwick School

An Academy

Job Title: Assistant Headteacher

Responsible to: Headteacher

Purpose

- To contribute to the strategic development of the school to ensure that it continually aspires to the highest standards
- To ensure an outstanding learning environment which is engaging and fulfilling for all students
- To communicate effectively and relate positively to all stakeholders
- To inspire and engage staff and students in the vision for the school

Core Duties

- To lead on teaching and learning across the school
- Additional core duties of this post will depend upon the skills and experience of the successful applicant and will be decided upon at the interview stage of the recruitment process

Leading Teaching and Learning

- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress
- Establish creative, responsive and effective approaches to teaching and learning
- Foster a culture and ethos of challenge and support where all students can achieve success and be engaged in their own learning
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

Leading School Ethos and Culture

- Ensure that the school's vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Contribute to creativity, innovation and other transformational activities to raise standards in all areas
- Develop and promote policies and procedures that ensure the school's distinctive ethos is reflected in all learning activities
- Promote the school's ethos and culture to the broader community to raise local expectations

Developing self and working with others

- Treat students, staff and parents fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Contribute to the development and maintenance of effective strategies and procedures for staff induction, professional development and performance review
- Celebrate the achievements of individuals and teams
- Manage own workload and that of others to allow an appropriate work/life balance
- Regularly review own practice, set personal targets and take responsibilities for own personal development

Managing the Organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the school
- Contribute to an organisational structure which reflects the school's values and enables the management systems, structures and processes to work effectively and in line with legal requirements
- Implement successful performance management processes

Securing Accountability

- Contribute to developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Provide the Governing Body with any information, objective advice and support to enable it to meet its responsibilities (for areas which fall under the responsibility of this role)
- Develop and present an accurate account of the school's performance (for areas which fall under the responsibility of this role) to a range of audiences

Strengthening Community

- Contribute to building a school culture and curriculum that take account of the richness and diversity of the school's communities
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural wellbeing of young people and their families
- Create and maintain an effective partnership with parents and carers to support and improve young people's achievement and personal development

Other Duties

- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To comply with the school's Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual
- To undertake any other duties not detailed above commensurate with the level of the post

Other Specific Duties

All Teaching Staff are expected to meet the relevant Professional Standards for Teachers in addition to the job description detailed above.

All members of the Leadership Team will have generic responsibilities, including active participation in the daily management of the school, e.g. maintaining a presence around the school throughout the day.

All members of the Leadership Team will also:

- contribute to school self-evaluation
- contribute to the strategic leadership and management of the school in order to develop an ethos and culture of high expectations
- model the ethos and vision for the school
- line and performance manage identified staff and teams
- coach and develop the staff and students for which they are accountable
- continue personal professional development as required
- actively engage in the performance review process
- lead whole school assemblies
- attend school events (such as concerts and plays) and represent the school at wider community events.

Many specific responsibilities will require collaborative working with other team members and middle leaders, which the Assistant Headteacher will develop proactively.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

The post is on the Leadership Spine and therefore comes under the leadership conditions of service.

This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of the role.

1 December 2016