



## ASSISTANT HEADTEACHER

### JOB DESCRIPTION

<b>Post Title:</b>	Assistant Headteacher
<b>Department:</b>	Senior Leadership Team
<b>Grade:</b>	L14-L18
<b>Responsible to:</b>	Headteacher

#### Key accountabilities of the role

The Assistant Headteacher will be a member of the school's Senior Leadership Team (SLT) together with the Headteacher, one Senior Deputy, two Deputy Headteachers, one Assistant Headteacher and the Business Manager; playing a role in whole-school strategy and delivery, as well as undertaking day to day duties alongside the Head and his SLT. The Assistant Headteacher will be an inspirational role model for other teachers.

The Assistant Headteacher will take a whole school perspective and will contribute to the strategic vision and planning for the school. They will provide inspiration to students, staff, Governors, parents and other stake-holders. The Assistant Headteacher will be expected to assist the Headteacher in securing outstanding teaching, successful learning, sustained improvement, high standards of achievement, and excellent behaviour and discipline. They will line manage a department and undertake assemblies and SLT duties.

The Assistant Headteacher will be expected to undertake any role, responsibility or task, commensurate with the post, as directed by the Headteacher.

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#### Strategic Direction and Shaping the Future

- Help develop a strategic vision, analysing and planning future needs and further development within a local, national and international context.
- Motivate others to ensure that the vision is clearly articulated, shared, understood and carried forward.
- Advise the Headteacher and SLT in translating the priorities identified in the vision into an annual School Improvement Plan (SIP).
- Provide inspiration and motivation to the whole school community.
- Monitor and report on the implementation of the SIP to meet the vision and values of the school.
- Draft, oversee, update and evaluate school policies and procedures.



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- Ensure that policies and practices take account of national and local data, inspection and research findings, keeping abreast of national developments and statutory requirements.
- Advise Governors of matters relating to school effectiveness.
- Challenge under-performance at all levels, encourage good practice and ensure corrective actions are implemented appropriately and consistently applied.

### **Specific areas of responsibility**

- The successful candidate's specific duties will be dependent upon their skills and experience and in-line with the Senior Leadership Teams current strengths.

### **Leading Learning and Teaching**

- In collaboration with SLT, to take joint responsibility for ensuring and sustaining outstanding teaching and effective learning throughout the school.
- Lead by example as an outstanding teacher.
- Monitor and evaluate the quality of teaching and standards of students' achievement.
- Ensure that performance data is used effectively to monitor, track and improve academic standards.
- Maintain an effective partnership with parents to support and improve students' achievement and personal development.

### **Accountability**

- Provide clear evaluation, information and support to the Governing Body to enable it to meet its responsibilities, attending meetings and reporting to the Governing Body and its committees as required.
- Assist in creating and developing an organisation in which all staff recognise that they are accountable for the success of the school.
- Liaise regularly with parents to create cooperative and effective relationships that promote learning and support teaching.
- Ensure that the development plans, progress reports and other information sources are regularly maintained.

### **Developing Self and Working with Others**



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- Be a constant positive role model by regularly reviewing own practice, setting personal targets, and taking responsibility for own personal development.
- Maintain a high profile around the school, model exemplary practice in the management of student behaviour and promote a positive climate for learning.
- Treat people equitably, with dignity and respect to create and maintain a positive school culture.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and responsibilities.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Manage own workload and the workload of others to allow an appropriate work-life balance.

### **Strengthening Community through Collaboration and Partnership**

- Work with SLT to build a school culture and curriculum that takes account of the richness, diversity and creativity of the school's communities.
- Work with SLT to ensure learning experiences for students are integrated with the wider community and that some are community based.
- In collaboration with other agencies, promote the academic, spiritual, moral, social, emotional and cultural well-being of students.
- Help seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.