

JOB DESCRIPTION

Updated April 2023

JOB TITLE: Assistant Headteacher

MANAGED BY: Deputy Headteacher

CONDITIONS: L 13 - 17

Salary range: £67, 935 - £ 74,080

Specific Duties & Responsibilities:

In this role, you will be expected to:

- Carry out the professional duties of a school teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- To provide strong leadership and management to faculties or other areas of the school, including the development and implementation of strategies to promote high levels of academic achievement for all students and ensure the curriculum, classroom pedagogy and extra-curricular activities support this aim.
- To lead on significant area(s) of school improvement.
- As a member of the Leadership Team, the Assistant Head will share responsibility for the ethos, management and strategic leadership of the school. They will also play an active role in developing, sustaining and modelling the skills, attributes and behaviours of a high-performing leadership team.

Main Duties and responsibilities:

The exact nature of the role and the main areas of responsibility will be discussed with the successful candidate. They will depend on their experience, passion, and skill set, as well as the requirements of the Leadership Team. Responsibilities, which will be shared with other members of the Leadership Team, will include promoting high standards in both academic and pastoral areas and contributing to the overall development of the school

1. Strategic direction, development and accountability

- To follow school policies and procedures as laid down in the staff handbook by the Headteacher or Deputies from time to time.
- To line manage faculties or other areas of the school as directed.
- To attend meetings on a regular cycle as agreed within the school calendar and to attend parents' evenings and other occasions as the Headteacher may reasonably require from time to time within 'directed time'.
- To uphold agreed standards of behaviour and discipline around the school, and the wider application of school policies including the Staff Guidelines

- To take part in the school's Appraisal system and its support, supervision, monitoring and review procedures.
- To fulfil any other related teaching duties which the Headteacher may reasonably require from time to time.

2. Professional Duties

- To be a proactive member of the Leadership Team and advise the Headteacher and Deputies as appropriate on all matters relating to the Assistant Headteacher's area(s) of responsibility.
- To take a lead in promoting the best educational practice in the school and to manage change effectively.
- Leadership of ongoing strategic development in the relevant whole-school areas of responsibility.
- To participate in the review, monitoring and evaluation of performance standards across the school.
- To take responsibility for a significant area of the school including designated staff
- To work closely with all members of the leadership group on behaviour management.
- To set an example of outstanding pedagogy and open management style to the rest of the staff.
- To enable and empower other staff in the school with whom the Assistant Headteacher works in order to fulfil their role.
- To participate in school review and appraisal processes and to act as a team leader where appropriate.
- To play an active role in planning for the future development of the school
- To support and maintain the moral and social ethos of the school.
- To promote the work of the school to other interested parties.
- To carry out any other tasks as may reasonably be directed by the Headteacher or Deputies.

3. School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- To support the school in meeting its legal requirements for worship.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.

- Any other duties commensurate with the grade which may be required from time to time
- All staff are expected to take part in necessary training and staff development.
- To contribute to the broader life of the school, including through active involvement in enrichment activities and supporting the House system.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Eastlea Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Eastlea Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

An enhanced current DBS clearance is a necessity for this post.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety Regulation. I understand that this job description is not exhaustive and I agree, when required, to undertake any reasonable request made by my line manager or Headteacher.	
Name:	Signature:
Date:	

PERSON SPECIFICATION FOR ASSISTANT HEADTEACHER

IMPORTANT INFORMATION FOR APPLICANT

The criteria listed in this Person Specification are all essential or desirable to the job. Where the Method of Assessment is stated to be Application Form, your application needs to demonstrate clearly and concisely how you meet each criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meant them, you may not be shortlisted.

Please give specific examples wherever possible.

CRITERIA	Essential (E) / Desirable (D)	METHOD OF ASSESSMENT
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • Strong ongoing commitment to developing your own knowledge, skill and understanding as an educator, including good use of professional development • Self-motivated with exceptional organisational and planning skills • Involvement in networking and sharing of best practice • Resilient and determined to achieve goals • Committed to the ethos of the school • Willing to share with students your belief in and commitment to the importance of reading • Willingness to be flexible and take on additional duties as and when required 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview & Teaching</p> <p>Application Form, Interview</p> <p>Interview & Teaching</p> <p>Application Form, Interview & Teaching</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview & Teaching</p>
<p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> • Good First Degree • Qualified Teacher Status Qualifications, and a track record as a consistently good or outstanding practitioner • Evidence of your Post Graduate Certificate in Education (PGCE) Qualification • GCSE/ O'levels in Maths and English • MA (or working towards) or other evidence of further study related to your subject or to education 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • Ability to seek areas for improvement and to implement change • Ability to monitor, review and evaluate the work of the school against current OFSTED criteria • Ability to interpret data and communicate the significance of that data to staff, students and parents • Ability to act as a role model for students and other staff, at all times being professional and respectful in your dealings with others in the school community • Excellent communication and user ICT skills • Ability of work under pressure and meet deadlines 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview & Teaching</p> <p>Application Form, Interview & Teaching</p> <p>Application Form, Interview & Teaching</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p>
<p>PROFESSIONAL EXPERIENCE</p> <ul style="list-style-type: none"> • Successful experience of leading and managing a team • Raise levels of achievement, in value added terms, as demonstrated by results at the end of Key Stages 3 and 4 • Successful experience of coaching and supporting others • Communicate effectively with the Leadership Team, other staff, parents and external agencies including the Local Authority • Be able to provide inspirational leadership and management of staff and students • Commitment to treating others fairly • Commitment to achieving the highest possible results for all students, and to the schools' values of treating all members of the school community with kindness and respect. • Understanding of the needs of students in diverse school population • Develop, coordinate and monitor appropriate subject courses which meet the needs of students • Implement/Follow Appraisal procedures 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview,</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p>

<ul style="list-style-type: none"> • Proven record of developing the pedagogy and practice of other teachers and assigned support staff • Developing, coordinating and monitoring appropriate subject courses which meet the needs of students • Evidence of collaborative working with other subjects • A thorough understanding of current developments and initiatives in English education 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p>
<p>EQUAL OPPORTUNITIES AWARENESS:</p> <ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview & Teaching</p> <p>Application Form, Interview</p>
<p>CHILD PROTECTION AND SAFEGUARDING AWARENESS:</p> <ul style="list-style-type: none"> • An understanding of child protection and safeguarding matters • A commitment to safeguarding and promoting the welfare of young people 	<p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p>