



OAKLANDS SCHOOL

JOB DESCRIPTION

Post Title: Assistant Headteacher

Grade: L14 - 18

Responsible to: Headteacher

KEY FUNCTIONS

1. To undertake a range of leadership and management roles and responsibilities as agreed with the headteacher. These will include:
 - Line management of departments.
 - Leadership and management of duty team and participation in duties before and after the school day and at lunchtime.
 - Line management of Key Stages.
 - Leadership and management of whole school issues.
2. To work within the senior leadership team in creating and implementing whole school policies and procedures.
3. To adopt a high profile among the staff and students, promoting high expectations and achievement.
4. To promote the school both internally and externally through assemblies, meetings with parents and representing the school with the local community to include primary schools, the local authority and other agencies as appropriate.
5. To encourage and participate in a positive approach to monitoring, evaluating and reviewing school practices to promote higher achievement.
6. To participate in and lead professional development activities for all staff.

BEHAVIOUR AND SAFETY

- Establish a safe, purposeful and stimulating environment for students, rooted in mutual respect.
- Have high expectations of behaviour and attitudes to learning, promoting self-regulation and independence.

- Manage classes effectively using praise, sanctions and rewards consistently and fairly in order to inspire, motivate and challenge students.
- Build and maintain excellent relationships with students, and be a positive role model, demonstrating consistently the positive attitudes, values and behaviour, which are expected of students.

TEAM WORKING AND COLLABORATION

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including the pastoral care of students and assemblies.
- Contribute to the sharing of good practice across the school identifying opportunities for working with colleagues and sharing the development of effective practice with them.

WIDER PROFESSIONAL RESPONSIBILITIES

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to students' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos and development of the school including extra-curricular activities and the professional development of colleagues.
- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher.

EQUALITY AND DIVERSITY

Oaklands is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. The successful candidate will be DBS checked.