



HIGHBURY FIELDS SCHOOL

Headteacher: Ms. Gladys Berry, BSc, MA, NPQH, FRSA

JOB DESCRIPTION

Title of post: ASSISTANT HEADTEACHER

Leadership Spine L10 – L14

Responsible to: Headteacher

Strategic Purpose:

To lead by example and provides inspiration and motivation to the school community by:

- proactively supporting and embedding the school ethos and associated policies;
- sharing responsibility for the development of whole school improvement initiatives;
- working in partnership with staff and governors to ensure that school improvement strategies are monitored and evaluated rigorously;
- ensuring that strategic planning takes account of the diversity values and aspiration of the school community;
- demonstrating an awareness of the current educational context, anticipate trends and embrace future opportunities with a positive mindset;
- maintaining a highly informed approach to the development of initiatives relating to education.

Leadership Responsibilities:

The Assistant Headteacher will in cooperation with, and under the direction of, the Headteacher:

- provide effective professional challenge and support to senior and other colleagues;
- provide information and advice to colleagues and the governing body and support robust accountability processes throughout the school;



A Science Specialist College



HIGHBURY FIELDS SCHOOL

Headteacher: Ms. Gladys Berry, BSc, MA, NPQH, FRSA

- ensure that teaching and learning is at the heart of the school at all times and share responsibility for raising the quality of teaching and learning within teams by inspiring teachers to deliver quality teaching, promoting and encouraging creativity and innovation;
- promote a culture of ownership through rigorous self evaluation across the school so that everyone feels accountable for their part in its success;

Leading and managing staff:

To lead, motivate, support, challenge and develop staff in the specified teams to ensure the best outcomes for school through;

- building a collaborative culture which positively embraces change and progress through staff empowerment and teamwork;
- treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work-life balance;
- creating a climate which enables staff to develop and maintain a passion for education and confidence in their roles;
- making sure that teaching and learning ensures the highest standards in every student's learning;
- supporting the development of positive working relationships with and between all staff and provide and sustain high levels of motivation;
- leading groups of staff in appropriate professional learning activities, delegate appropriately and evaluate outcomes;
- supporting the implementation of the school's Appraisal Policy and Teacher's Pay Policy;
- giving timely feedback to staff in a manner that recognises good practice and fully supports their progress against appraisal and professional objectives; resulting in a concrete impact on students' learning experiences;
- develop the role of Middle leaders in all aspects of their work.



A Science Specialist College

Main School: Highbury Hill London N5 1AR Tel: 020 7288 1888 Fax: 020 7288 2121 email: office@highburyfields.islington.sch.uk
web: www.highburyfields.islington.sch.uk **Aberdeen Park:** 34 Aberdeen Park London N5 2BL



HIGHBURY FIELDS SCHOOL

Headteacher: Ms. Gladys Berry, BSc, MA, NPQH, FRSA

Effective deployment of staff and resources:

The Assistant Headteacher will:

- support the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- work with relevant team leaders to identify priorities for expenditure and secure best value for money.

Specific responsibilities:

- Carry out a teaching commitment within the general framework of the school timetable.
- Contribute to ensuring development of curriculum, teaching, learning and assessment to meet the needs of students and the changing requirements and pressures from the external environment.
- Taking the lead for the successful strategic development and implementation of aspects of whole school improvement which may include one or more of the following;

Behaviour for learning

Special Educational Needs

Careers and work related learning

Strategic development of Communications Technology and Computing

Data systems and reporting to parents

- Contribute to ensuring the whole school evaluation and monitoring procedures are rigorously applied and that they make substantial contribution to improving pupil and teacher performance;
- Contribute to leading a programme of audits and inspections (departmental and whole school teams/functions) and making recommendations for improvement based outcomes of these.



A Science Specialist College

Main School: Highbury Hill London N5 1AR Tel: 020 7288 1888 Fax: 020 7288 2121 email: office@highburyfields.islington.sch.uk
web: www.highburyfields.islington.sch.uk **Aberdeen Park:** 34 Aberdeen Park London N5 2BL