



WOODBRIIDGE HIGH SCHOOL

ASSISTANT HEADTEACHER L16-20

INDICATIVE JOB DESCRIPTION

*This job description is **indicative of the scope of this role**. The role being advertised may include some or all of the below, with other responsibilities to be agreed with the successful candidate depending on their strengths and interests, and may well be subject to change.*

Line Manager: Headteacher

Purpose: To carry out the functions of a teacher at Woodbridge High School in accordance with the stated aims and objectives of the school and the department. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

- To work with the Headteacher and other members of the Leadership Group to provide excellent leadership and management within Woodbridge High School.
- To be a leading professional in terms of teaching ability, whole school profile and core areas of Leadership, Direction and Line Management
- To carry out the functions of a class teacher at Woodbridge High School in accordance with the stated aims and objectives of the school.
- To depute, when appropriate, for the Headteacher in the discharge of his/ her duties.
- To carry out responsibilities in conjunction with the range of duties and responsibilities as set out in Parts X and XII of the School Teachers' Pay and Conditions

It is the expectation within the Leadership Group that colleagues will wish to broaden and develop their areas of expertise and experience. Accordingly, you will have the opportunities to develop within the Leadership Group starting with the responsibilities set out here, which mostly will relate to outcomes and raising standards, to lead on to other areas in due course.

Core areas of Leadership, Direction and Line Management Compliance:

1. Responsibility for Self Review and Quality Assurance Systems and associated CPD:
 - a. Design and implement systems that enable middle leaders and leadership group to identify areas where there are weaknesses in teaching and intervene as necessary
 - b. Design and implement systems that enable middle leaders and leadership group to identify areas where there are behaviour management development needs and intervene as necessary
 - c. Ensure middle leaders have direction on the self review activities and reporting they are expected to carry out
 - d. Maintain appropriate records of school self review and quality assurance activities and intervention
 - e. Ensure programmes for the monitoring of the quality of teaching across the school (including lesson observations and learning walks) enable the school to gather appropriate information and also provide professional development opportunities as needed
 - f. Identify CPD needs as arising from self review and quality assurance activities
 - g. Co-ordinate and facilitate CPD for staff where there is an identified need as a result of quality assurance

2. Induction and Assessment of Student Teachers (STs), Salaried Schools Direct Teachers (SSDs) and Newly and Recently Qualified Teachers (NQTs and RQTs)
 - a. Organise, implement and quality assure programmes of induction of STs, SSDs and NQTs
 - b. Oversee the assessment of STs, SSDs and NQTs by subject mentors
 - c. Provide appropriate training and direction for ST, SSD and NQT / RQT mentors
 - d. Liaise with training providers and other institutions as necessary
 - e. Keep up to date with developments within ST, SSD and NQT induction and disseminate as necessary
 - f. Work with DHT on future curriculum and CPD needs

3. Support for Learning and Teaching development across the school:
 - a. Keep up to date with current pedagogical theory and practice and promulgate these amongst the staff through CPD and INSET
 - b. Support in monitoring the quality of teaching across the school through school self review processes and ensure appropriate support and CPD in place where standards are not being met
 - c. Review, revise as appropriate and promulgate the school's 'Framework for Teaching' on a regular basis
 - d. Lead on particular aspects of the school's work on learning and teaching as identified in the school development plan
 - f. Work with AHTs and DHTs on future curriculum and CPD needs to support developments in learning and teaching

4. Joint Responsibility for Child Protection and Safeguarding:
 - a. Support the Designated Safeguarding Lead, act as deputy when appropriate, and attend relevant training as necessary
 - b. Support the DSL in ensuring that all staff receive regular and relevant training on their implementation
 - c. Liaise with outside agencies as necessary to ensure that the school's policies and procedures are fit for purpose
 - d. Work on individual child protection and safeguarding cases as necessary, or as directed by the DSL, including attending off-site meetings
 - e. Ensure that the school's SMSC and Life Studies and assembly provision enables effective safeguarding and meets all statutory requirements

5. Line management:
 - a. Two or three departments, including regular link meetings, quality assurance of departmental systems and structures, budgetary oversight, monitoring of teaching and learning, appraisal of the heads of department.
 - b. One or two Year Co-ordinators, including appraisal and oversight of work in relation to pastoral and progress systems within the key stage
 - c. Other relevant postholders

6. Attendance and chairing of meetings:
 - a. Chair / lead YC meetings and other relevant meetings
 - b. Attend Leadership Group , Middle Leaders, Raising Standards Strategy and Behaviour Strategy meetings, reporting as necessary
 - c. Attend Governors Standards and Curriculum and Pupil Discipline Committee, reporting as necessary

Generic Leadership Group Duties and Responsibilities

1. Input to Leadership Group regarding the strategic direction of the school, including involvement in school development planning and implementation at all levels
2. Participate in the school's appraisal practices as appropriate, including line management as set out above
3. Work with Leadership Group in the preparation of bids or *ad hoc* projects requiring input from all of the Leadership Group
4. Attend Governing Body meetings as appropriate in addition to those set out above
5. Ensure high standards of behaviour across the school, including following up any incident encountered as necessary with the relevant student, parent, form tutor and year co-ordinator
6. Be prepared to take over the responsibilities of another Deputy Headteacher if the need arises.
7. Carry out the duties defined in the Teacher's Core Job Description.
8. Carry out any other responsibilities as reasonably requested by the Headteacher.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher