

Southern Academy Trust

Assistant Headteacher Job Description

Job Title: Assistant Headteacher

Accountable to: Headteacher

Main Purpose

The Assistant Headteacher will:

- Undertake the normal responsibilities of a classroom teacher
- Be a member of the senior leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Take a significant lead in developing the school

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Academy policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- the efficient organisation, management and supervision of school routines

Specific Duties

- To be responsible for improvement of identified areas of the work of the school and the day to day running of a range of leadership roles in the organisation.
- Specifically to contribute to areas drawn from:
 - Assessment, recording and reporting

- Development of wider partnerships and their impact in school
- Pastoral leadership in school
- Ensuring that the learning and teaching provided by different departments and teams is the best it can be.
- Ensuring that information on pupil progress is used to improve teaching and learning
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

The management of staff

- To be responsible for the line management and performance management of specific staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Academy board as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

Other duties

To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust.

Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.

Uphold and promote the values and ethos of the academy.

Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.

Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee SignatureDate.....

Employee Name Please print