**Assistant Head Teacher – Job Description**

**The role of Assistant Head Teacher will include, but not be limited to, the following responsibilities:**

* Supporting the Head Teacher/ Deputy Head Teacher in taking the School to its next stage of development and taking responsibility for developing and leading a key area of the school development plan
* Advising the Head Teacher/ Deputy Head Teacher on development issues and planning relating to the education of students within their area of responsibility
* Being responsible for establishing budget priorities within their area of responsibility and ensuring funds are used effectively to provide best value
* Supporting the Head Teacher/ Deputy Head Teacher in maintaining a culture of high expectations and accountability for all staff across the school
* Setting high standards and lead by example
* Providing strategic, inspirational and robust leadership.
* Demonstrating an understanding of the requirements of whole school leadership
* Supporting the Head Teacher/ Deputy Head Teacher in embedding an effective leadership structure across the whole school in order to empower others to manage teaching, learning and student welfare.
* Being innovative and challenging in striving for continuous improvement in every part of school life.
* Assessing the impact of change programmes against desired outcomes and identifying areas that still require development.
* Being approachable and having a visible presence to the whole school and local community.
* Deputising for the Head Teacher/ Deputy Head Teacher as necessary.
* Ensuring that effective school policies, protocols and procedures are implemented and reviewed regularly to ensure they remain compliant and are sufficiently robust
* Raising the educational standards in the School and helping to ensure high quality education for all students.
* Creating an environment where all students are able to achieve their full potential.
* Promoting, safeguarding and being ultimately responsible and accountable for the welfare of all students in accordance with DfE guidelines and ensuring that all staff are committed to, and comply with the same.
* Ensuring that personal teaching is to a high standard through effective planning and regular evaluation.
* Ensuring that parents, carers and students are involved in school life and are kept informed of key developments
* Attending training and meetings as necessary, and cascading any relevant learning to others as appropriate.
* Playing a full and active part in activities related to the continuing improvement and prosperity of the School.
* Carrying out performance management with staff for whom they have line management responsibility