



Manor High School

Excellence - Inspiration - Resilience - Respect

Job Description

Assistant Headteacher (L10 - L14) - Character and Resilience

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e., it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Focus: Working with the leadership team to promote excellence through development of the whole child, with focus on character and resilience.

Accountable to: The Headteacher

Duties specific to the post holder's role will be agreed with the successful candidate upon appointment.

Key Responsibilities:

To undertake the professional duties of an Assistant Headteacher and to take a lead role in:

- Strategic leadership of extra-curricular activities, challenge, Pupil Premium, transition at both ends, careers programme (discreet and cross-curricular), work experience, applications, personal statements, enterprise, and primary liaison.
- Build and maintain links with OAK Trust partner schools.
- Oversee enrichment such as DofE, school trips and residential visits and ensuring equality of access for all students.
- Widening participation and raising aspirations for students and parents.
- Effective liaison with the full range of stakeholders, partners, and agencies.
- Overseeing transition through the key stages.
- Supporting the Headteacher and leadership team in the identification and implementation of whole school change.
- Implementing, monitoring, evaluating, and contributing to the production of the School Development Plan, school policies and school practices.
- Being an active member of the Senior Leadership Team (SLT) and acting as SLT link to specified sections of the school.
- Lead by example and work to a high standard in implementing agreed policies, priorities, and expectations, modelling good practice for both colleagues and students.
- Helping the Headteacher and the leadership team to maintain the ethos of the school and nurturing a caring relationship between staff, parents, and students.

Other Specific Duties

- SLT link meetings with designated staff or curriculum areas to be line managed.
- Strong presence around the school. High visibility and leading by example. Positive role model for staff and students.
- Ambassadorial. Positive representation of the school with external parties or agencies.
- Monitoring and tracking of progress, achievement, attendance, and behaviour of all students.
- Support the quality assurance processes of the school.
- Adhering to all aspects of the school's Health and Safety Policy and securing appropriate practice in those areas for which responsibility is held.
- Exercising care for the well-being of staff and students in all aspects of the performance of this role.
- Following Child Protection and other agreed procedures.

- Undertaking such other duties as the Headteacher may reasonably require.

Updating

This job description will be reviewed and updated periodically to ensure that it reflects accurately the nature of the role in the context of school priorities. This process may be initiated by the Headteacher or the postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.

Signed: _____ (Postholder)

Date: _____

Signed: _____ (Headteacher)

Date: _____