



# HIGHSHORE SCHOOL

## JOB DESCRIPTION

<b>POSITION:</b>	Assistant Headteacher
<b>REPORTS TO:</b>	Headteacher
<b>GRADE:</b>	Leadership Scale L11-L15 - £58,787 to £63,987 (Inner London)

This is a full time position which is in line with school teachers pay and conditions document.

### Core Purpose

The core purpose of the Assistant Headteacher is to provide professional leadership and management as part of the Senior Leadership team.

The Assistant Headteacher will:

- manage learning and teaching effectively
- ensure the progress of every pupil in the school
- promote excellence, equality and high expectation for all pupils
- support the vision, leadership and direction of the school
- As a member of the SLT evaluate performance and identify priorities for continuous improvement
- carry out day-to-day management, organisation and administration
- secure the commitment of the wider community
- create a safe and productive learning environment which is engaging and fulfilling for all pupils
- work effectively with the school's Governing Body and the Headteacher

### Accountabilities

#### Shaping the Future

The Assistant Headteacher will work with the Headteacher, the SLT, the governing body and others to create a shared vision and strategic plan for the school, which inspires and motivates pupils, staff and all other members of the school community and develops the ethos of the school linked to its core aims and values.

The Assistant Headteacher will:

- Embed a clear vision and ethos for the school
- Promote the aims and objectives of the school
- Contribute to the development of policies and strategies for implementing the aims and objectives including the Self Evaluation Form (SEF)
- Contribute to the School Development Plan
- Encourage others within the school community to share in developing and delivering the vision for the school.
- Advise and work with the Headteacher and governors on developments in pupil assessment and national initiatives that might benefit the school.

## **Leading Learning and Teaching**

The Assistant Headteacher will be responsible, in collaboration with the Headteacher and Deputy Head, for raising the quality of teaching and learning and for ensuring pupil achievement within the school. Working with the Headteacher and the governing body, the Assistant Headteacher will develop staff with the necessary skills and knowledge to promote equality, respect diversity and challenge stereotypes in order to promote the rights of children and young people.

The Assistant Headteacher will:

- Demonstrate personal enthusiasm for and commitment to the learning process
- Utilize the resources available to the school in order to best meet the needs of the pupils
- Develop an ethos that supports an inclusive approach for all members of the school community
- Lead on pupil progress together with SLT, analysing progress with regard to school, local and national data and reporting to the Headteacher and governors on a regular basis
- Ensure that all members of the school community promote excellence, equality and high expectations for all pupils
- Ensure that staff consistently implement the schools behaviour policy
- As a member of SLT to be responsible for day to day behaviour management, being a first point of call for colleagues, draw up and monitor behaviour plans and on positive handling (Team Teach)
- Participate in teaching having up to a 50% teaching timetable
- Cover for absent colleagues as required
- Lead on accreditation working with subject leaders to advise and to source appropriate accreditation
- Acknowledge excellence and challenge poor performance across the school

## **Developing Self and Working with Others**

The Assistant Headteacher is responsible for developing effective relationships and communication, which underpin a professional learning community that enables everyone in the school to achieve. This will involve building a successful organisation through effective collaboration with others.

The Assistant Headteacher will:

- Work with the Headteacher and the Governing Body in carrying out their duties
- Act as a professional adviser to the Governing Body as required
- Report to the Headteacher and the Governing Body on performance management
- Foster an open, fair, equitable culture and managing conflict
- Collaborate and network with others within and beyond the school
- Challenge, influence and motivate others to fulfil their potential
- Give and receive effective feedback and act to improve own performance
- Maintain effective working relationships with the school community and staff representatives
- Ensuring there are appropriate continued professional development opportunities for all staff that feed into both personal development and school improvement.

## **Managing the Organisation**

The Assistant Headteacher is responsible for providing effective organisation and management of the school and seeking ways to improve outcomes and performance based on rigorous self-evaluation. This includes ensuring a safe learning environment, which sets the safety of children, young people and the whole school community at the heart of its working practices.

The Assistant Headteacher will:

- Work collaboratively with the Headteacher and Deputy Head lead the school in raising standards and improvement
- Create a positive culture in which everyone is valued and respected
- Establish and sustain appropriate structures and systems
- Prepare plans and policies for consideration by the Headteacher and the Governing Body
- Ensure the collection of a rich set of data to review and understand the strengths and weaknesses of the school making professional decisions on evidence based judgements
- Ensure that the outcomes of performance review feeds into the school's Self Evaluation Form (SEF)
- Ensure that child safeguarding practices are fully embedded
- Ensure effective people management practices are in place and fully utilised

## **Securing Accountability**

The Assistant Headteacher is accountable to the Headteacher and the governing body for the school, its environment and all its work. The Assistant Headteacher must also fulfil wider accountabilities in relation to pupils, parents, carers, the Local Authority and other relevant groups.

The Assistant Headteacher will:

- Demonstrate through action and behaviour the ethos of the school and encouraging others to act as positive role models.
- Ensure that the whole school community is engaged in systematic, rigorous self-evaluation of the work of the school
- Provide relevant information to the Governing Body to support governors in carrying out their statutory duties
- Work closely with the Headteacher, the Governing Body, and others to ensure that effective self-evaluation informs school improvement priorities.
- Combine the outcomes of regular self-review with external evaluations in order to develop the school
- Communicate with students, parents and carers on their progress and well-being.
- Support the consultation of students, parents, carers and other members of the wider community on the future direction of the school.
- Ensure the school is well-prepared and able to respond positively to external inspection and review e.g. by Ofsted, the local authority.
- Contribute to the development of whole school pupil voice

### **Strengthening the community through collaboration and partnership**

The Assistant Headteacher will engage with the internal and external school community to secure equity and entitlement. This includes collaborating with other schools, parents and carers, and other organisations to improve the life chances of all children and young people. This will include developing extended services to meet the needs of the community.

The Assistant Headteacher will:

- Recognise and champion opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all
- Build and maintain effective relationships with parents, carers, partners and the community to enhance the education of all pupils
- Look for opportunities to foster collaboration with other organisations for the benefit of enhancing

Other specific responsibilities subject to strengths of individual candidate and will be rotated.

# Person Specification

1. Qualifications and Experience		Essential	Desirable
1.1	Appropriate teaching qualification	✓	
1.2	Qualified teaching status	✓	
1.3	Evidence of personal and professional development in preparation for management		✓
1.4	Successful experience of middle management in special schools	✓	
1.5	Experience of involvement in whole school improvement for example SEF/ SDP		✓
1.6	Ability to articulate a clear vision and philosophy of education	✓	
1.7	Substantial experience of achieving results through teaching in SEN schools	✓	
1.8	Willing to undertake further management study	✓	
1.9	Holds a management qualification: NPQSL		✓
1.10	Successful experience of using pupil progress data to set challenging targets and raise standards	✓	
1.11	Experience of supporting colleagues and leading on raising standards of teaching	✓	
1.12	Experience of working closely with the Governing body		✓
1.13	Experience of managing school accreditation and exam entries		✓

2. Skills and Personal Qualities		Essential	Desirable
2.1	Excellent teaching skills	✓	
2.2	The ability to use benchmarks and set targets	✓	
2.3	The ability to contribute to the formulation, implementation and evaluation of short and long-term objectives for school development and improvement	✓	
2.4	High personal and professional standards	✓	
2.5	Excellent interpersonal and communication skills	✓	
2.6	The resilience to manage one's own work pressures and the capacity to manage effectively the work of others	✓	
2.7	The capacity to inspire and motivate others – both adults and pupils	✓	
2.8	Enthusiasm, flexibility and maturity of approach	✓	
2.9	The ability to analyse pupil progress data		✓
2.10	High level of ICT skills and interest in developments in ICT	✓	
2.11	The ability to develop good relationships with a wide range of parents and other stakeholders	✓	
2.12	The ability to work well in a variety of teams and instil a strong team ethos when leading teams	✓	
2.13	The ability to effectively prioritise tasks and manage own and others' time	✓	
2.14	The ability to acknowledge excellence and challenge poor performance	✓	
2.15	The ability to lead INSET		✓

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