



Job Description: Assistant Headteacher

Overall purpose of the post:

Working as a leader of the senior leadership team, to provide the effective day to day running and leadership of a named site within Heltwate School in line with our school development plan, which secures its success and improvements, ensuring high quality education for all pupils.

Main responsibility

Under the overall direction of the Deputy Headteacher, the Assistant Headteacher will,

- Work alongside the Headteacher ensuring an appropriate, relevant curriculum is designed, is relevant and has an impact across the school, which secures good and meaningful pupil progress.
- Support the Headteacher monitoring the effectiveness of the school through self-evaluation and to develop effective school development plans.
- Ensure the day-to-day effective leadership and organisation of a named site within Heltwate School, including the management and deployment of staff as appropriate alongside other senior leaders.
- Support and line manage pathway leads to ensure high quality Teaching and Learning is implemented and having impact across the pathway/s.
- Be part of the team of designated safeguarding officers, taking responsibility for promoting and safeguarding the welfare of children and young people.
- Carry out the professional duties of a teacher as required.

The Assistant Headteacher is expected to carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*.

Duties and responsibilities

Leadership and management of the school

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school.
- Play a leading role in the school improvement and school self-evaluation planning process, including devising, implementing and monitoring development plans.
- In partnership with the Headteacher manage school resources, including the deployment, and development of staff to make the most effective use of skills, expertise and experiences to ensure that all staff have a clear understanding of their roles and responsibilities.
- Promote and protect the health and safety of pupils, staff and visitors within the site.
- To line manage and undertake performance management as delegated by the Headteacher.
- Working with the Head Teacher, undertaking key activities related to personnel/HR issues as needed.

Leadership and management of the school cont.

- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers within the site.
- Oversee the monitoring systems of pupils within the site.
- To lead on organising rotas/timetables to ensure the smooth running of the site.
- To work with multi-disciplinary teams within the whole school to ensure effectiveness in meeting the needs of the school.
- To undertake any professional duties, reasonably delegated by the Headteacher

Leading Teaching and Learning

- Work alongside the Headteacher on the quality of education, through curriculum development, implementation and monitoring, including accreditation outcomes and statutory compliance and reporting.
- Work alongside the Deputy Headteacher reporting key information relating to the impact of teaching to parents and other relevant stakeholders.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Support with the writing of behaviour plans, review and update regularly.
- To support the process of EHCPs in line with Local Authority procedures.
- Ensure a consistent approach to standards of behaviour and attendance are implemented across the site
- To take responsibility for leading a subject area across the school and line managing others

Strengthening the School Community

- Work with the Headteacher developing policies and practice which promote inclusion, equality and the extended services that the school offers.
- Promote the positive involvement of parents/carers in school life.
- Organise and conduct meetings where appropriate with parents and carers.
- Promote positive relationships and collaborate with colleagues in other schools and external agencies.
- Attending governor meetings, present and report information as directed by the Headteacher.