



JOB DESCRIPTION – Assistant Headteacher: Raising Standards

Designation of Post:	Assistant Headteacher	Pay Scale	Leadership Pay Scale: L13-17
Accountable to:	Headteacher		
The Purpose of this Post:	Provide effective leadership that secures best outcomes.		

All staff at Prenton contribute to our vision and values.

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

Duties and Responsibilities

Culture:

- Contribute to formulating and implementing School Priorities.
- Support the ethos of the school and model high performance and excellence.
- Encourage the development of all students and staff and promote an atmosphere conducive to positive personal relationships.
- Actively contribute to promoting positive relationships between all staff and with parents, governors and the wider community.
- Share responsibility for modelling excellence and high standards of attitude and behaviour among the students.

Leadership and Management:

- Attend and advise meetings of the Governing Body and its committees as required.
- Undertake significant line management responsibilities including all aspects of appraisal.
- Lead and implement effective quality assurance.
- Determine and organise a flexible curriculum with an effective assessment framework based upon research and evidence informed practice.
- Organise school events and support school functions.
- Assist with staff recruitment (selection, appointments and induction).

Assessment, Recording and Reporting:

- Lead on all aspects of assessment and data across the curriculum.
- Ensure that data across the school is simple, accurate and fit for purpose.
- Lead in approaches to setting student targets and report regularly to SLT to update on progress towards targets.
- Lead and support Subject Leaders in achieving targets in their curriculum area(s).
- Ensure that data is used effectively to drive improved outcomes across the curriculum and across key groups of students.
- Support Subject Leaders and teachers to review, develop and promote effective approaches to teaching and learning that effectively meet the needs of the wide range of learners across the school.
- Organise, in conjunction with the Examinations and Data Manager, the assessment schedule and the programme and schedule of trial exams.
- Manage students requiring alternative curriculum arrangements and ensure statutory requirements are met.
- Liaise with outside agencies and take responsibility for official statistics and returns as appropriate.

Teaching:

- Promote and ensure a high quality of teaching and learning and encourage innovation based upon research and evidence informed practice.

Professional Development:

- Keep up-to-date with major developments in education and develop specific expertise as appropriate, utilising research and evidence informed practice.
- Contribute to the training and professional development of staff.

Further duties to be defined based on the individual skill set of the successful candidate

Undertake any professional duties reasonably delegated by the Headteacher

Additional Duties

- **Safeguarding & Child Protection**
Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.

- **Health & Safety**
All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.
- **Equality & Diversity**
All staff at Prenton High School for Girls are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity.
- **Data Protection**
All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with Data Protection and GDPR 2018.