

COWLEY INTERNATIONAL COLLEGE



JOB DESCRIPTION: ASSISTANT HEADTEACHER
SCHOOL GROUP:
RESPONSIBLE TO: The Principal and Governing Body

PRIMARY PURPOSE OF THE POST:

To assist the Principal with the leadership and management of the college in order to promote effective education for all children within the framework provided by the policies of the Governing Body and the Authority with regard to all statutory requirements.

PRINCIPAL RESPONSIBILITIES:

Responsible for:

- i) the professional duties of Assistant Headteacher as set out in the current Teachers' Pay and Conditions Document;
- ii) taking responsibility for the professional duties of the Principal as set out in the current Teachers' Pay and Conditions Document in the absence of the Principal.
- iii) Strategic Leadership of English and Literacy across the college

KEY AREAS OF RESPONSIBILITY:

1. STRATEGIC DIRECTION AND DEVELOPMENT OF THE COLLEGE

Work with the Principal in:

- a) fulfilling the Mission Statement;
- b) formulating the educational aims, objectives and targets of the college and policies for their implementation;
- c) ensuring and agreeing the production of the College Development Plan;
- d) monitoring and evaluating performance of the college and its achievements, responding and reporting to the Principal as required;
- e) motivating staff and pupils through interest and encouragement;
- f) implementing the Governing Body's policy on equal opportunities;
- g) participating to such an extent as may be appropriate, having regard to the Deputy Principal's other duties, in teaching pupils at the college;
- h) assisting in the task of ensuring that management, finances, organisation and administration of the college support its vision and aims and are appropriate to the college's present and likely future resources;
- i) assuming responsibility for the discharge of the Principal's functions at any time when he is absent from college.

2. TEACHING AND LEARNING

Work with Principal:

- a) in determining, organising and implementing, in collaboration with other appropriate persons or bodies, a curriculum which:
 - follows the curriculum policy of the Governing Body and meets statutory requirements;
 - is relevant to the needs, experience, interests, aptitudes and stages of development of all pupils, including those with special educational needs;

- fulfils the statutory duties in relation to the Curriculum including the National Curriculum.
- b) in developing means whereby:
 - college policies on curriculum, assessment, recording and reporting inform effective teaching and learning;
 - the arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all pupils;
 - information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the college;
 - there is continuity of learning and of progression for all pupils;
 - challenging targets are set for pupil attainment leading to whole college improvement.
- c) in providing a curriculum for the spiritual, moral, social and cultural development of all pupils;
- d) in ensuring appropriate pastoral care and guidance for all;
- e) in determining the appropriate pupil groupings;
- f) to determine and publicise the means for promoting:
 - pupils' self-discipline;
 - respect for self, others and authority;
 - good behaviour on and off college premises in accordance with any written directions of the Principal.
- g) in promoting a college ethos which extends opportunities for learning and encourages extra-curricular activities.

3. LEADING AND MANAGING STAFF

Work with the Principal:

- a) in reviewing and assessing the staffing structure of the college;
- b) in the key task of selecting and appointing all staff, in accordance with their delegated responsibilities;
- c) in deploying and managing all staff appointed to the college;
- d) by promoting and developing good management practice, positive participation, effective communication and clear procedures;
- e) by supervising and participating in arrangements made in accordance with the Regulations for the appraisal of the performance of teachers in the college and in the identification of areas in which he/she would benefit from further training to include undergoing such training;
- f) in the implementation of staff development policies appropriate to college with regard to:
 - the induction of new and newly qualified teachers and other staff;
 - the development of professional knowledge, skills and abilities including those necessary for career development;
 - the provision of professional advice, support and training;
 - the provision of references where relevant to career progression.
- g) by maintaining positive and professional relationships with individuals and groups including staff unions and associations;
- h) by demonstrating effective leadership through good professional practice;
- i) by participating in the setting and/or monitoring of targets relating to their own performance and that of other staff.

4. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

Work with the Principal:

- a) to implement the policies and procedures of the Governing Body concerning the resource and premises management of the college;
- b) to allocate, control and account for those financial and material resources of the college;
- c) to ensure the security, maintenance and cleanliness of the college and its surroundings in accordance with any Local Education Authority regulations and Governing Body responsibilities under Health and Safety and other relevant legislation, and as directed by the Principal;
- d) in seeking to provide an attractive environment which stimulates learning and enhances the appearance of the college;
- e) to ensure that the external agencies and services contracted to the college operate efficiently and effectively.

5. ACCOUNTABILITY

In relation to the Governing Body:

- a) to advise and assist in the exercising of its functions when requested;
- b) to attend meetings of and report to the Governing Body as required.

In relation to the community:

Work with the Principal by:

- a) developing and maintaining positive relationships with the community;
- b) ensuring that the college recognises and meets its responsibilities in the life of the local community;
- c) developing links with local employers for the benefit of the pupils and the college;
- d) promoting a positive image of the college.

In relation to parents and those with parental responsibility, work with the Principal in:

- a) building an effective partnership between the college and parents recognising them as the first educators of their children;
- b) promoting understanding of the mission, aim and ethos of the college through provision of regular information to parents about:
 - the college curriculum
 - the progress of their children
 - other matters relating to teaching methods and organisation
 - and opportunities for dialogue between parents and staff, and for their involvement in the wider life of the college.

In relation to the Local Education Authority, and as directed by the Principal, to liaise and work in partnership with officers and support services; this is to include monitoring and evaluation of the college.

In relation to other schools, colleges and educational bodies, work with the Principal:

- a) by promoting continuity of learning, progression of achievement and curriculum development;
- b) by arranging for effective transfer and induction of pupils;
- c) by maintaining effective liaison;

- d) by maintaining effective relationships with other schools;
- e) by providing training and work experience placements for school and college students as appropriate in accordance with college policy.

6. COLLEGE SPECIFIC RESPONSIBILITIES

- a) Overall Leadership of English and Literacy
- b) Line management of the Library and Media Department
- c) Whole school focus as agreed following interview.