# Job details

Job title: Assistant Headteacher (Personal Development and Behaviour)

**Salary:** Leadership Scale

Hours: As per contract

Contract type: Full-time / Permanent

Reporting to: Deputy Headteacher (Personal Development, Behaviour and Welfare)

Responsible for: Heads of Year / Deputy Heads of Year / Form Tutors / Pastoral Manager

# Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

They may also be required to undertake any of the duties delegated from the Headteacher.

# Duties and responsibilities

# Leadership

Under the direction of the Headteacher or Deputy Headteacher:

* Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
* Communicate the school’s vision compellingly and support the Headteacher’s strategic leadership
* Lead by example, focusing on providing excellent education for all pupils
* Lead on particular whole-school strategies and policy areas
* Build positive relationships with members of the school community
* Keep up to date with developments in education
* Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

* Assist with the selection and recruitment of new teaching and pastoral staff
* Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
* Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
* Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

Other areas of responsibility

* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
* Plan and implement interventions, including those led by external agencies, for those pupils who are at risk of not fulfilling their potential
* Leadership of behaviour and reward strategies
* Contribute to the programme of Continued Professional Development with respect to behaviour management
* Strategic leadership of PSHE, SMSC and British Values at the Academy
* Responsibility for student leadership and student voice activities
* Strategic leadership of transition: KS2 to KS3
* Other areas of leadership will be agreed after appointment, based on the candidate’s experience, skillset and development interests.

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

# Person specification

|  |  |
| --- | --- |
| Criteria | Qualities |
| **Qualifications** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Leadership and management experience in a school * Teaching experience * Involvement in school self-evaluation and development planning * Line management experience * Experience of contributing to staff development |
| **Skills and knowledge** | * Understanding of high-quality teaching * Knowledgeable about effective strategies to encourage excellent ‘behaviour for learning’, with the ability to model this for others * Understanding of school finances * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality * Resilience in the face of challenge |

# Notes:

This job description may be amended at any time in consultation with the postholder.