

**Role Profile**

**Role: ASSISTANT HEADTEACHER**

**Grade: L25 to L33 (85 point pay scale)**

**Working hours:** Full Time

**Working days:** Monday to Friday - Term time (195 days per year)

**Location:** Crofton School

**Reports to: Headteacher**

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

**Job Purpose:**

To support the Headteacher in leading the staff and students of the school by:

* Modelling the highest standards of professional conduct
* Ensuring the well-being and development of every student
* Formulating the aims and objectives of the school
* Establishing the policies through which these shall be achieved
* Monitoring and evaluating their implementation
* Contributing to the self-evaluation and planning cycles
* Taking responsibility for designated Faculties, Subjects, Year Groups and departments within the school and line managing their leaders
* Leading designated strategic developments and projects
* Contributing to performance management and professional development of colleagues
* To undertake any professional duties of the Headteacher thus delegated.
* To lead by positive and effective example.
* To deputise for the Headteacher or Deputy Headteacher in their absence

**Roles and Responsibilities:**

**Responsible for:**

The areas specific to the agreed AHT role (post-appointment) and as designated by the Headteacher. AHT roles can be adjusted each year in response to the school SIP and SEF

**Liaising with:**

Headteacher and other senior staff, faculty and subject leaders, relevant non teaching support staff, support staff leaders, tutors, governors, feeder schools, relevant community groups, LA link staff, parents and student representative bodies.

**Strategic Outcomes:**

Outcomes for Students

* Standards in linked areas are high or rising.
* Student outcomes are in the top quartile for progress for every student group, in every subject, every year.
* Every student leaves every lesson knowing more than when they came in.
* Students are happy, demonstrate good health and well-being.
* Students have the widest possible choices for progression when they leave Crofton, because they have the best possible examination outcomes.

Quality of Teaching, Learning and Assessment

* Staff and students look forward to coming to school and leave with a smile on their faces.
* Students work harder than staff.
* Students expect that all instances of bullying will be dealt with.
* Parents know that instances of poor behaviour and bullying are dealt with effectively.
* Stereotyping and unkind language is challenged without exception by students and teachers.
* All students demonstrate unprompted acts of kindness.

Personal Development, Behaviour and Welfare

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Effectiveness of Leadership and Management

* Staff and students feel well led and look to the SLT for inspiration and example.
* The school receives favourable judgements from self-evaluation and inspection.
* Monitoring, evaluation and review are effective and support the planning process.
* Crofton is used as a benchmark by other Fareham and Gosport schools.
* Crofton builds a reputation that demands consultation on local and national issues.
* Performance management of designated staff is carried out promptly and in accordance with school policy.
* Staff welcome performance management as an opportunity for development and reward.
* Staff expect and pursue opportunities for career progression.
* Students experience a Curriculum that fully prepares for their next personal and academic steps in life.

**Operational / Strategic Planning:**

* To promote among the students respect for others, self discipline and proper regard to authority, encouraging good behaviour on the part of the students, ensuring that the standard of the students is acceptable and otherwise regulating the conduct of the students.
* To liaise and collaborate with other institutions and education providers to ensure the pursuance of good/best/better practice.
* To implement school policies and procedures e.g. Equal Opportunities, Health and Safety, Child Protection.

**Curriculum Provision and Development:**

* To work in liaison with subject areas to lead and develop personalised learning
* To oversee monitoring and intervention with regards to all reportable groups of students

**Staff Development/Recruitment and Deployment:**

* To undertake performance management reviews and objective-setting
* To organise and participate in the interview process for teaching/non teaching posts when required and to support the effective induction of new staff in line with school procedures.
* To promote team work and to motivate staff to ensure effective working relations.
* To participate in the school’s ITT programme.
* To maintain relationships with organisations representing teachers and other persons on the school staff.
* To support and develop the professional practice of others.

**Quality Assurance:**

* To evaluate the standards of teaching and learning and ensure that proper standards of professional performance are established and maintained.
* To maintain student engagement in the curriculum.
* To contribute to the school procedures for lesson observations.
* To implement school quality control procedures.
* To keep under review the work and organisation of the school.
* To lead the monitoring and evaluation of all matters pertaining to personalised learning.
* To lead self-evaluation aspects as directed by the Headteacher.

**Management Information:**

* To analyse and evaluate performance data provided in particular monitor effectiveness of setting and intervention arrangements.
* To produce reports on examination performance, including the use of value- added data as required.
* To provide the Governing Body with relevant information relating to performance and development within personalised learning and the student voice.
* To provide written reports and presentations to the Governing Body as required.

**Communications:**

* To ensure that all members of the school are familiar with the relevant aims and objectives
* To collaborate within and beyond the school
* To ensure effective communication/consultation with students and their parents.
* To liaise with feeder schools and other relevant external bodies.

**Marketing and Liaison:**

* To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
* To liaise with the website manager in order to ensure that school activities are represented to a high and appropriate standard on the school website.

**Management of Resources:**

* To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying any delegated budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records as delegated by the Headteacher.
* To lead and coordinate the relevant activities of student voice bodies

**Student Welfare:**

* To monitor and support the overall progress and development of students and ensure appropriate intervention strategies are applied
* To contribute to PDL, citizenship, SMSC and enterprise according to school policy.
* To ensure the behaviour management protocols are implemented consistently so that effective learning can take place. Assist members of the school with behaviour management as necessary.

**Teaching:**

* To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

**Additional Duties:**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
* To attend appropriate meetings as directed via the school calendar.

*Whilst every effort has been made to explain the main duties and responsibilities of the generic AHT post, each individual task undertaken may not be identified.*

**Safeguarding and Confidentiality:**

* Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Health and Safety:**

* Be fully aware of health and safety regulations.
* Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
* Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
* Cooperate with any requirements to adhere to Statutory or other safety regulations.

**Review:**

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed:

Reviewed by:

Additional notes: