

	<b>Role:</b>	Assistant Head Teacher
	<b>Salary Scale:</b>	STPCD Teachers' Leadership Pay Scale (Inner London)
	<b>Updated:</b>	26 <sup>th</sup> January 2024

<b>Line Manager:</b>	Deputy Head Teacher
<b>Supervision:</b>	<ul style="list-style-type: none"> <li>• Faculty Staff</li> <li>• An Area of the School</li> </ul>

<b>Specific Duties &amp; Responsibilities</b>
<p>In this role, you will be expected to:</p> <ul style="list-style-type: none"> <li>• Carry out the professional duties of a school teacher, as set out in the current School Teachers' Pay and Conditions Document (STPCD).</li> <li>• To provide strong leadership and management to faculties or other areas of the school, including the development and implementation of strategies to promote high levels of academic achievement for all students and ensure the curriculum, classroom pedagogy and extra-curricular activities support this aim.</li> <li>• To lead on significant area of school improvement</li> <li>• As a member of the Leadership Team, the Assistant Head will share responsibility for the ethos, management and strategic leadership of the school. They will also play an active role in developing, sustaining and modelling the skills, attributes and behaviours of a high performing leadership team.</li> </ul>

<b>Main Duties &amp; Responsibilities:</b>
<p>The exact nature of the role and the main areas of responsibility will be discussed with the successful candidate. They will depend on their experience, passion, and skill set, as well as the requirements of the Leadership Team. Responsibilities, which will be shared with other members of the Leadership Team, will include promoting high standards in both academic and pastoral areas and contributing to the overall development of the school. However, expertise in the areas of inclusion, safeguarding and SEND would be particularly welcome.</p> <p><b>1. Strategic direction, development and accountability for the curriculum area</b></p> <ul style="list-style-type: none"> <li>• To follow school policies and procedures as laid down in the staff handbook by the Headteacher or Deputies from time to time.</li> <li>• To line manage faculties or other areas of the school as directed.</li> <li>• To attend meetings on a regular cycle as agreed within the school calendar and to attend parents evenings and other occasions as the Headteacher may reasonably require from time to time within 'directed time'.</li> <li>• To uphold agreed standards of behaviour and discipline around the school, and the wider application of school policies including the Staff Guidelines.</li> <li>• To take part in the school's Appraisal system and its support, supervision, monitoring and review procedures.</li> <li>• To fulfil any other related teaching duties which the Headteacher may reasonably require from time to time.</li> </ul>

## 2. Professional Duties

- To be a proactive member of the Leadership Team and advise the Headteacher and Deputies as appropriate on all matters relating to the Assistant Headteacher's area of responsibility.
- To take lead in promoting the best educational practice in the school and to manage change effectively.
- Leadership of ongoing strategic development in the relevant whole-school areas of responsibility
- To participate in the review, monitoring and evaluation of performance standards across the school
- To take responsibility for a significant area of the school including designated staff
- To work closely with all members of the leadership group on behaviour management
- To set an example of outstanding pedagogy and open management style to the rest of the staff
- To enable and empower other staff in the school with whom the Assistant Head Teacher works in order to fulfil their role
- To participate in school review and appraisal processes and to act as a team leader where appropriate
- To play an active role in planning for the future development of the school
- To support and maintain the moral and social ethos of the school.
- To promote the work of the school to other interested parties.
- To carry out any other tasks as may reasonably be directed by the Headteacher or Deputies.

## 3. School Ethos

- Play a full part in the life of the school community, to support its distinctive mission and ethos and encourage and ensure staff and students follow this example
- To support the school in meeting its legal requirements for worship.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times
- To maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development
- To contribute to the broader life of the school, including through active involvement in enrichment activities and supporting the House system.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

**PLEASE NOTE:** Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

## Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

## **Safeguarding Children**

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.