



# HATCH END HIGH SCHOOL

## ASSISTANT HEADTEACHER

**Leadership Outer London L14 (£68,749) – 19 (£77,258)**

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### JOB PURPOSE

To maintain and improve standards, achievement and students' progress and development at Hatch End High School by contributing fully to the strategic leadership, direction, quality assurance, staff management and support as a senior leader within the Leadership Team. Specifically, this role will manage the whole school timetable and will lead on data and ICT infrastructure across the school. There will be other responsibilities to be agreed with the successful candidate.

### Reporting

The post holder will report to the Deputy Head and where appropriate the Headteacher.

### Responsible For

The post holder will be responsible for line managing a range of relevant teaching and associate staff including direct line management of a departmental area plus the Data & ICT Support teams.

### Working Time and Conditions

These will be specified as in the latest School Teachers Pay and Conditions Document. It is expected that the post holder will be prepared to invest time in the school beyond the limits of the school day and adopt a flexible approach to working including and supervising school events, lunchtimes and providing vacation cover. In addition, the post holder will be expected to carry out other reasonable specific duties as required by the Headteacher.

### Main Responsibilities / Dimensions of Role

- To construct and oversee all aspects of the whole school timetable to enable the best quality teaching whilst maximising financial efficiencies.
- To keep up to date with curriculum developments to ensure that the timetable meets regulatory requirements and lead on strategic training linked to the timetable. Lead on the strategic development and management of the whole school MIS.
- Line Management of a department area and the Data & ICT support teams at the school to ensure that they demonstrate good progress for students, meets the needs of the school and the requirements of the Department of Education's Digital and Technology standards
- To lead on aspects of school systems including staff duty rotas
- Additional responsibilities to be agreed with the successful candidate – there are a number of possibilities, and we would align these with the successful candidate's development and skills.

### Generic Responsibilities

1. Strategic direction and development.
2. Teaching and learning & Pastoral Care.
3. Leading, managing and supporting staff.
4. Pupil progress and standards of achievement.
5. The efficient and effective deployment of staff and resources.

## **Strategic Direction and Development**

The Assistant Headteacher will:

- Support the Leadership Team in developing and communicating a clear strategic vision of how to develop the school successfully.
- Motivate and empower others to carry this vision forward.
- Model the values and vision of Hatch End High School.
- Support the Headteacher in managing the school effectively & ensuring successful implementation of change.
- Contribute to the development and review of the school improvement and development plans and whole school policies.

## **Teaching & Learning**

The Assistant Headteacher will:

- Develop new strategies to meet the full variety of needs of students entering the school, both at individual and whole school level.
- Work constructively with all relevant staff within the school to promote the integral link between effective teaching and learning and good student conduct (behaviour for learning).
- Monitor the delivery of subjects within the curriculum for both quality and effectiveness.

## **Leading, Managing and Supporting Staff**

The Assistant Headteacher will:

- Oversee and line manage appropriate teams.
- Ensure that staff understand and effectively implement whole school policies.
- Create and maintain good working relationships among all members of the school's workforce.
- Promote an ethos in which the highest standards are expected from all members of the school's workforce.

## **Pupil Progress and Standards of Achievement**

The Assistant Headteacher will:

- Monitor the individual targets set for their own pupils, and to manage intervention to maximise progress (with particular emphasis on underachieving groups).
- Promote, manage, and be responsible for high standards of pupil behaviour, attendance, punctuality and dress.
- Establish a positive partnership with parents/carers to involve them in their child's learning and progress.

## **The Efficient and Effective Deployment of Staff and Resources**

The Assistant Headteacher will:

- Manage efficiently the available resources of staff, space, finance, and equipment within the limits and guidelines laid down.
- Assist in the recruitment and retention of staff.
- Advise on the effective deployment of staff and ensure that there are appropriate arrangements for absence.
- Provide a stimulating a safe physical working environment.

## **Other Specific Duties**

- Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching, particularly in relation to student attainment and progress, learning and improved standards of achievement.
- Communicate clearly and effectively with all members of staff, students, parents and the local community.
- To undertake the above responsibilities in addition to those held by a standard scale teacher at the school.
- To undertake any other duty as specified by the STPCD not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**September 2023**



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## ASSISTANT HEADTEACHER: TIMETABLING AND ICT

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### PERSON SPECIFICATION

#### 1. QUALIFICATIONS AND TRAINING

- Qualified teacher status
- First Degree or equivalent
- Evidence of continuing professional development

#### 2. TEACHING AND PASTORAL EXPERIENCE

- Substantial and successful Middle leadership experience in a secondary school.
- A record of excellent classroom practice.
- Teaching experience in at least two key stages, three advantageous.
- A good understanding of the principles of outstanding assessment practice.
- Evidence of a clear interest in the whole curriculum in order to support the achievement of all students.
- Experience of working with data and knowledge and understanding of RAISEonline, Fischer Family Trust and the DfE Performance Tables.

#### 3. LEADERSHIP AND MANAGEMENT

- Experience of developing high quality staff in a range of training dimensions.
- Evidence of successfully initiating, implementing, monitoring and evaluating developments to improve the quality of teaching and learning, student outcomes, quality of provision or student welfare.
- Evidence of raising standards in an educational setting.
- Experience of development planning at middle leadership level.
- Successful record as an educational innovator and leader of change.
- Proven ability to communicate effectively at management level in a school.
- Ability to initiate and manage change.

#### 4. PERSONAL QUALITIES

- Ability to enthuse staff and translate vision into practice.
- Ability to relate to students, motivate them to succeed and engender a desire for learning.
- Ability to speak and write effectively, interestingly and accurately to all levels of audience within a school.
- Ability to manage time and workload effectively.
- Ability to work effectively with outside agencies.
- Ability to manage a budget.
- Ability to contribute to the coherence, effective planning, implementation and evaluation of the School Improvement Plan and School Self Evaluation.
- Knowledge and understanding of national educational priorities and developments.
- The needs of students in a multi-ethnic urban area such as Harrow.
- A sense of humour and perspective.

#### 5. EQUAL OPPORTUNITIES AND EDUCATIONAL COMMITMENT

- A proven commitment to inclusion.
- A proven commitment to curriculum access and opportunity.
- A proven commitment to comprehensive education.

- A proven commitment to professional development.
- Support the school unreservedly in its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**September 2023**