**JOB TITLE: Assistant Headteacher**

**REPORTS TO: Headteacher**

**RESPONSIBLE FOR: Middle Leaders, Teachers and Associate staff**

**Core Purpose Accountability**

* To assist the Headteacher and Deputies with the day to day running of the school, providing professional leadership and management of the School Development Plan priorities according to remit.
* In partnership with the Headteacher and Deputies, provide professional leadership and management of a key area throughout the school.
* Maintain a high profile around the College modelling high standards

**Strategic Direction / Shaping the future**

To work as a member of the senior management team that meets regularly to implement and influence the strategic direction of the College and to plan, organise, monitor and evaluate its successful delivery:

* Contribute to modelling the ethos, values and overall purpose of the college;
* Inspire, challenge, motivate and empower others to attain challenging outcomes;
* Contribute to the formulation, monitoring, evaluation and implementation of the College Development Plan;
* Collaborate with and guide colleagues in the development and implementation of policies which reflect the College’s commitment to ensure all students make progress;
* Assist the Headteacher in preparing information for the Governing Body. This may include attending meetings when regarding your area of responsibility.
* Be a strong presence in College by walking the job to ensure College policies and expectations are adhered to by all staff and to demonstrate a passion for the education of young people;
* Contribute to the College Review and Self-Evaluation procedures, including observing lessons, scrutinising work and analysing performance data.

**Resource and People Management**

* Line manage middle leaders, teachers and associate staff within the team to ensure effective provision and delivery of the curriculum, securing high quality teaching, learning and assessment throughout the key stages.
* Participate in the recruitment and deployment of teaching and support staff.
* Support staff within your team and within the whole school in achieving high standards through effective CPD.
* Implement effective appraisal through line and performance management processes.
* Assist the Headteacher by ensuring the people and resources within their designated areas of responsibility are organised and managed to provide an efficient, effective and safe learning environment.
* Oversee and evaluate subject / area(s) budget allocation to ensure the budget is spent in line with subject / area learning priorities and best value principles.
* Manage and allocate resources to support effective learning and teaching within the designated area of responsbility.
* Monitor and control the use of resources and budget according to the schools agreed financial procedures.

**Developing Self and Working with Others**

To be a positive role model, treat people fairy equitably and with dignity and respect to create and maintain positive school culture.

* Contribute to good management practice by ensuring positive staff participation and effective communication and procedures.
* Maintain high standards of professional behaviour and presentation to reflect the expectations made of our students and staff;
* Participate in the college’s Performance Management process.

**Strengthening Community**

* Welcome parental and community involvement in the life and work of the college.
* Contribute to building a collaborative learning culture within the school and actively engage with others schools to build effective learning partnerships.
* Assist the Headteacher and SLT to work collaboratively at both strategic and operational levels with parents and carers.
* Contribute to the development and delivery of the multi-academy trust.

**Specific Duties for Assistant Headteacher**

* Carry out a teaching commitment within the general framework of the College timetable. This will include teaching the full age and ability range.
* To participate in and coordinate on call and duties during and after school. This will also include some evenings.
* Attend and organise College events and functions, as well as attend appropriate meetings with colleagues and parents/carers and parents evenings.
* To be responsible for the review of practice and designated policies to meet statutory requirements and national guidelines.
* Promote the College behaviour policy and address inappropriate behaviour in a manner that reflects the College’s ethos.

Deliver assemblies and speak at other public events to reinforce the College’s published vision, values and ethos.

* Work collaboratively with the Headteacher and other members of the senior management team to realise the College’s aspiration to become an outstanding school

The Assistant Headteacher may also be required to undertake other reasonable duties as may be requested by the Headteacher or Deputy Headteacher in her absence from time to time.

This job description is subject to the general conditions of service for a Teacher as set out in the schools teachers pay and conditions document.

**Assistant Headteachers are responsible for one key area of leadership and management as outlined. The specific responsibilities and duties of each area will be reviewed annually and may be amended at the discretion of the Headteacher to meet the needs of the school.**

**The posts we are recruiting for are:**

**Data or**

**Pastoral**

**Key areas of responsibility:**

1. **Data**

* Line management of Literacy, Numeracy & More Able and Talented (MAT) areas
* To lead on improvement on Data, ALPs and CATS testing
* Strategic lead on Admissions including enrolment days for Years 7&12 and mid term admissions
* Prepare statistical analyses of school’s performance and target setting for internal and external use.
* To work with the Deputy Headteacher for Raising standards to monitor pupil progress
* To lead and evaluate transition at year 6 to year 7 and year 11 into year 12 to include Induction days, Moving On day for sixth form

1. **Pastoral Key Stage 3 to 5**

* To lead on the personal development and wellbeing of students through the line management of Heads of year and support staff.
* To ensure and evaluate the quality of provision during form time and that the subsequent and ongoing training of form tutors is up to date and relevant.
* Designated Senior Safeguarding Lead and line management of safeguarding team
* work with the AHT Behaviour & Timetable on maintaining a positive climate for learning
* Meet the Tutor day and Moving On day for sixth form with AHT Data
* Lead on and evaluate the attendance strategy, working collaboratively with the EWO and Pastoral Leaders in order to investigate persistent absentees, reduce absence rates overall and improve punctuality on arrival and during the school day To lead on ensuring a high standard of uniform is maintained.
* To have oversight of the year team assembly programme

For your information the other Assistant Heads cover the following areas of responsibilities.

1. **Behaviour and Inclusion key stage 3 to 5**

* To be Deputy Designated Safeguarding and behaviour Lead including behaviour and rewards, seclusion and to evaluate the impact of the behaviour and reward system
* To be responsible for creating an academic timetables in collaboration with the Quality of Education Deputy Head.
* To play a major leadership role developing behaviour strategies to ensure that all pupils have positive climate for learning, managing and reviewing school systems which ensure that school aims and objectives are met.
* To ensure that the behaviour policy recognises and rewards positive behaviour and develops effective sanctions to ensure that students are not adversely affected.
* To work with the AHT Data in using data to monitor students behaviour and then identify, implement and quality assure intervention strategies to improve.
* To work with the Data Manager to ensure behaviour information is recorded accurately and in a timely manner by all staff to meet given deadlines.
* Prepare statistical analyses of school’s attendance and behaviour for internal and external use with AHT Data.
* To assist with the monitoring and support for attendance of key groups to external agencies.
* To lead on student wellbeing
* To be the lead for the Healthy School initiative and student voice.
* To ensure Head of Year, inclusion and pastoral leads keep records on each student relating to behaviour sanctions and support of sufficient quality that they can support official processes such as pupil exclusion.
* To lead on Jack Petchey rewards programme

1. **Staff CPD and Wellbeing**

* To lead on staff wellbeing and be designated mental health lead for the whole school.
* To line manage the mental heath first aiders and coordinate the wellbeing team
* To work with the Assistant Head for Behaviour and Inclusion with regard to student wellbeing.
* To work with the Headteacher on the school staff appraisal process ensuring accurate reflection of teaching standards.
* To be responsible for whole school CPD, management of the CPD budget and allocation
* To be responsible for MA cohorts, the NQT and new staff induction programme in collaboration with the HR Officer.
* Management and development of Bluesky platform
* To coordinate the middle and senior leader programme including NPQH
* To coordinate staff support programme including the Improving and Outstanding teacher programmes.
* Leadership of SLT and middle leaders self evaluation of CPD and quality assurance process

in faculties and subjects in collaboration with the Quality of Education Deputy.

* Contribution to the SDP, SEF and Headteachers reports
* To ensure a realistic, consistent and continuous school wide focus on teaching and learning
* Help create and maintain an ethos which promotes outstanding teaching, effective learning for all.

1. **Operations Whole School**

* To line manage the daily operations of the school site including; cover, medical room, duty rotas, whole school assemblies, reprographics.
* To have oversight of the year team assembly programme as per the year plan.
* To create, maintain and review the annual school year plan, taking into consideration borough and Trust school co-ordinations for INSET
* Liaise with staff in the summer term to create a student planner for the next academic year
* To lead on year 12 open evening in collaboration with the Head of Sixth Form
* To lead on achievement assemblies, open evenings for year 7and year 12, deep learning days, harvest, Christmas activities, college photographs, charity events.
* To coordinate and arrange whole school and year group assemblies key 3 to 5
* To lead on and coordinate all college trips and journeys domestically and internationally ensuring that all statutory and health and safety requirements are met and understood.
* Line management of the Cover Manager, Medical Administrator and lunch time supervisors
* Line management of the D of E programme
* To lead on improvement on parental feedback and surveys
* To lead on schools marketing and media (brochure, signage, logos and letterheads)
* To collaborate with the Behaviour and Inclusion AHT on maintaining a positive climate for learning including behaviour and rewards. To create and maintain a safe timetable to support this process
* To prepare and circulate the minutes from the weekly staff briefing and staff bulletin
* To co- ordinate termly fire practice and lockdown