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| <b>TITLE OF POST:</b>       | Assistant Head Teacher             |
| <b>GRADE:</b>               | Leadership Scale L13 – L17         |
| <b>DATE OF APPOINTMENT:</b> | 1 September 2019 or 1 January 2020 |
| <b>LINE MANAGER:</b>        | Deputy Head Teacher                |

### **1. PURPOSE OF THE POST**

To support the Head in providing professional leadership for the School. This is to secure its success and bring about continuous improvement.

To ensure high quality achievement for all its pupils, academically and in their personal development

### **2. PROFESSIONAL DUTIES**

An Assistant Head Teacher has the same professional duties as classroom teachers. In addition, an Assistant Head Teacher is required to do the following:

- To play a major role, under the direction of the Head, in formulating the aims and objectives of the School;
- To undertake major responsibilities arising from the Head's professional duties which have been reasonably delegated to the Assistant Head, and which are set out in the detailed 'role' documents (annual Leadership Group Grid and AHA and TLQ responsibilities documents)

### **3. GENERIC RESPONSIBILITIES**

As an Assistant Head Teacher you will be required to be responsible for aspects of the following:

#### **a) Shaping the future:**

- Think strategically, in order to build and communicate a coherent vision in a range of compelling ways.
- Inspire, challenge, motivate and empower others to carry the vision forward.
- Model the values and vision of the School.
- Model the Barnhill vision of Leadership, as set out in the School's Leadership vision document and the Senior Leadership competencies.
- Take responsibility for devising specified areas of the School Improvement Plan, as set out in the detailed 'role' documents.

#### **b) Leading Learning and Teaching:**

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- Initiate and support research and debate about effective learning and teaching
- Acknowledge excellence and challenge poor performance across the School.

#### **c) Developing self and others:**

- Foster an open, fair, equitable culture.
- Develop, empower and sustain individuals and teams.
- Collaborate and network with others within and beyond the School.
- Challenge, influence and motivate others to attain high goals.
- Give and receive effective feedback and act to improve personal performance.
- Accept support from others including colleagues and governors.
- Use the performance management systems effectively, in order to develop individuals and ensure accountability.

#### **d) Managing aspects of the organisation:**

- Establish appropriate structures and systems within specified areas of responsibility.
- Sustain the existing structures and systems within the school.
- Ensure that policies and practices are consistently implemented across the school.
- Manage aspects of the School efficiently and effectively on a day-to-day basis.

- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Think creatively to anticipate and solve problems.
- Manage any delegated budget, keeping appropriate records according to school requirements.

e) Securing Accountability:

- Carry out systematic and rigorous self-evaluation, and support other to do so.
- Collect and use data to understand the strengths and weaknesses of the School.
- Combine the outcomes of regular School's self-review with external evaluations in order to develop the School.

f) Strengthening the community:

- Providing support for all staff by maintaining a high level of visibility around the school site and contributing to whole school behaviour management
- Ensure that safeguarding is given the highest priority at all times
- Recognise and take account of the richness and diversity of the School's communities.
- Listen to, reflect and act on community feedback.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.

4. **OPERATIONAL ROLE**

- The detail of the Operational aspects of this role will be shaped in line with the skills of the successful candidate and the Leadership Group areas of responsibility for September 2019.

**INDICATIVE KEY PERFORMANCE INDICATORS**

The Key Performance Indicators will be shaped in line with the skills of the successful candidate and the Leadership Group areas of responsibility for September 2019

Due to the evolving nature of the school structure all job descriptions may need to be adjusted, through consultation, to meet the needs of the school.

All job descriptions should be read in conjunction with the operating Pay and Conditions document published by the DFE.

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.