Debenham High School

**A Church of England High Performing Specialist Academy**

Job Description Assistant Headteacher

# Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

* Embedding and sustaining the aims and objectives of the school
* Work with other member of the leadership team to develop policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

The Assistant Headteacher shall carry out the professional duties of a Teacher as described in the School Teachers’ Pay and Conditions Document (STPCD).

## Strategic Leadership

**Duties and responsibilities**

* Work with Trustees, Governors, Headteacher, Leadership Team, staff, students and families to implement the school’s vision and strategic direction and inspire success
* Communicate the school’s vision compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Be resilient to change and able to withstand pressure of competing deadlines and expectations,
* Challenge, motivate and empower staff and students to attain ambitious outcomes
* Build positive relationships with all members of the school community, showing positive attitudes to them, yet keeping a distance which ensures professional dialogue and upholds the decisions taken by the Leadership Team
* Remain robust with all stakeholders, especially when under challenge, following school policies and procedures
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Seek training and continuing professional development to meet own needs.

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**Headteacher:** Mr Simon Martin BSc

**Senior Leadership Team:** Miss S McBurney, Mrs L Ramsay, Mrs T Willmott

**Chairman of the Academy Trust**: Bishop of St Edmundsbury and Ipswich **Chair of Governors:** Mr D Carruthers Debenham High School is a company limited by guarantee and registered in England and Wales with company No. 07467445

## Systems and processes

The descriptions below are not an exhaustive list or indeed a fixed list of responsibilities; we have flexibility to respond to the skills and interests of candidates which can be discussed at interview. The successful candidate will have the ability, flexibility and composure to be able to be part of a small but very effective leadership team where responsibilities overlap and are part of a wider discussion and decision making process.

**General**

* Support with the day-to-day management of the school
* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* To work as part of a leadership team to develop staff professionally.

**School Development**

* To work as part of the SLT to develop and review the School Development Plan.
* To oversee the schools vocational learning offer and support with Alternative Curriculum where appropriate.
* To oversee the collection and use of pupil progress data within the school, to support middle leaders and all teaching staff in using this data effectively to inform and aid student progress.
* To oversee the reporting and examinations processes within school, working closely with the exams officer and data manager.

**Positive Behaviour**

* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* To work with the Deputy Head on behaviour to oversee the consistency of sanctions and rewards across the school. Using data to inform interventions around Behaviour management and Behaviour for Learning.

**Line Management**

* Support distribution of leadership throughout the school and line manage a number of middle leaders
* To line manage support staff linked to IAG, Exams and Reporting.

**Student Development and the Wider Life of the School**

* Oversee and lead the school offer of IAG for all pupils, through working with external agencies and school staff, particularly around options and post 16 destinations.
* Lead and manage the work experience offer for all pupils in Year 10.

## Other

* Any other reasonable duties as directed by the Headteacher.