



Job description

All job descriptions define the responsibilities of the postholder in addition to those outlined in the School Teachers' Pay and Conditions Document (STPCD).

JOB TITLE:	Assistant Headteacher
SALARY CODE:	Leadership Team Pay Scale CLR 14 - 18
LINE MANAGEMENT RESPONSIBILITIES:	To be confirmed
RESPONSIBLE FOR:	To be confirmed

POST RESPONSIBILITIES

- Leading on strategic planning, delivery and monitoring of a whole school area
- Under the overall direction of the headteacher, contribute to effective strategic leadership of the academy
- Leading on the ongoing development and implementation of strategies to deliver high quality teaching and learning and sustained high achievement and attainment
- Playing an active role in developing, sustaining and modelling skills, attributes and behaviours of a high performing leadership team
- Securing excellent outcomes for students in terms of academic achievement, progress and attainment
- Securing excellent provision for student safety and wellbeing including behaviour and ethos
- Providing outstanding leadership and management to and of staff
- Ensuring highly effective communication to all stakeholders (staff, students, parents, governors and local community groups)

QUALITIES AND KNOWLEDGE

- Holding and articulating clear values and moral purpose, focused on providing a world class education for students
- Demonstrating optimistic personal behaviour, positive relationships and attitudes towards all stakeholders
- Leading by example - with integrity, creativity, resilience and clarity- drawing on own expertise /skills, and that of others
- Sustaining wide, current knowledge and understanding of education locally, nationally and globally, and pursuing continuous professional development
- Working with political and financial astuteness, within a clear set of principles centered on the academy's vision, ably translating local and national policy into the academy's context
- Communicating the academy's vision and, empowering all students and staff to excel

STUDENTS AND STAFF

- Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- Securing excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice and curriculum design



- Establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning
- Holding all staff to account for their professional conduct and practice

SYSTEMS AND PROCESSES

- Ensuring that the academy's systems and processes are well considered, efficient and fit for purpose
- Providing a safe, calm and well-ordered environment for all students and staff
- Valuing excellent practice by establishing rigorous, fair and transparent systems and measures for managing the performance of all staff
- Actively supporting the governing board to understand its role and deliver its functions effectively
- Exercising strategic, curriculum-led and affordable financial planning to ensure the equitable deployment of budgets and resources to ensure positive student outcomes

THE SELF IMPROVING SCHOOL SYSTEM

- Championing best practice and securing excellent achievements for all students
- Developing effective relationships with colleagues in other public services to improve academic and social outcomes for all students
- Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff
- Inspiring and influencing others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Please note: This job description is indicative in the first instance and precise roles and responsibilities will be agreed with the successful candidate at a later date and then reviewed from time to time. The teaching/ contact time associated with this post is currently a maximum of 11 hours out of a possible 26 one hour lessons.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification

EXPERIENCE AND QUALIFICATIONS

	ESSENTIAL	DESIRABLE
Be an outstanding and reflective teaching practitioner	✓	
Have substantial experience of teaching and leading, including teaching or leading girls and young women from diverse backgrounds and across a broad range of abilities, whether in a mixed or single sex environment	✓	
Evidence success in leading on safeguarding and of securing whole school improvement	✓	
Relevant continual professional development qualifications e.g. NPQH		✓
Have a broad knowledge of developments in safeguarding, child protection and student wellbeing	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Have a broad and current knowledge and understanding of quality assurance methods for monitoring staff and being accountable for student outcomes	✓	
Have an understanding of the significance of interpersonal relationships in managing the impact of change on individuals and of the importance of CPL for all staff	✓	
Demonstrate evidence of relevant managerial skills, including interpersonal skills and leadership qualities	✓	
Possess the knowledge, confidence and skills needed to effectively advise and support colleagues in order to move the academy forward	✓	
Knowledge of ICT, with particular reference to its application and use in effective safeguarding and child protection administrative procedures/systems	✓	

PERSONAL AND PROFESSIONAL QUALITIES

	ESSENTIAL	DESIRABLE
An understanding of the importance of excellent relationships with parents and the wider local community	✓	
Be committed to the principles of inclusive education	✓	
Be committed to continuing professional development through wider reading, research and membership of professional organisations	✓	
To possess an awareness of the importance of emotional intelligence in managing oneself and others and an ability to maintain professional integrity	✓	
To demonstrate good decision making skills with an ability to identify and implement solutions to problems	✓	
To demonstrate an enjoyment for working in new and changing situations, steering the vision through from beginning to end	✓	
To demonstrate a commitment to Clapton Girls' Academy, to modelling our academy values and to being a team player	✓	