



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

JOB DESCRIPTION

Assistant Headteacher

Name:	
Subject:	
Allowances:	L12 — L16
Responsible to:	Headteacher
Line Manage:	
Review Date:	-

PURPOSE OF THE JOB

To assist the Headteacher with the management and organisation of the school in seeking to achieve the highest standards of student achievement and school efficiency and deputise in the absence of the Headteacher and Deputy Headteacher at short notice for short periods.

To work closely with the Headteacher, Deputy Headteachers and the Senior Leadership Team to provide outstanding leadership for Benton Park School which secures its success and continuous improvement, ensuring high quality education for all its students and the highest standards of learning and achievement in accordance with statutory requirements.

To contribute to the strategic leadership and management of self evaluation and quality assurances processes to support improvement in student outcomes and the quality of provision.

Excellent Leadership: qualities and knowledge

Hold and articulate clear values and moral purpose, focused on providing a world-class education for our students in line with our school vision.

Demonstrate optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents, governors and members of the local community.

Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

Work with political and financial astuteness, within a clear set of principles centred on the school's vision, translating local and national policy into our school's context.

Communicate the school's vision and contribute to strategic leadership of delegated areas of responsibility, empowering students and staff to excel.

Headteacher: Miss D Martin

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

www.bentonpark.org.uk

E-mail: secretary@bentonpark.net

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BENTON PARK SCHOOL

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Excellent Leadership: pupils and staff

Demand 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.

Secure excellent teaching and learning through an analytical understanding of how students learn, the core features of successful classroom practice and curriculum design, contributing to rich curriculum opportunities and students' well-being.

Encourage an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.

Develop an ethos within which staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, contributing to clear succession planning.

Hold staff to account for their professional conduct and practice.

Excellent Leadership: systems and process

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Support the development of school's systems, organisation and processes ensuring that they are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

Develop and maintain a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.

Support rigorous, fair and transparent systems and measures for managing the performance of staff, addressing under-performance, supporting staff to improve and valuing excellent practice.

Actively support the governing board to deliver its functions effectively

Contribute to strategic, curriculum-led financial management to ensure the equitable deployment of budgets and resources, in the best interests of students' achievements and the school's sustainability.

Support leadership throughout the organisation, forging teams of colleagues who have clear roles and responsibilities and hold each other to account for their decision making.

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Excellent leadership: the self-improving school system

Support the ethos of an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all students.

Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all students.

Challenge educational orthodoxies in the best interests of achieving excellence, contributing to robust self-improvement within school.

Contribute to the current and future quality of the teaching profession through planning and delivery of high quality training and sustained professional development for staff.

Model innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.

Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The specific responsibilities will be discussed with the successful applicants following appointment.

All members of the Senior Leadership are expected to fulfil the requirements of the generic job description alongside the more specific areas outlined within this job description

THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the School's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The responsibilities specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

HEALTH & SAFETY

The Assistant Headteacher will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

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SAFEGUARDING

Benton Park School (and the Local Authority) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Signed

Date

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PERSON SPECIFICATION

Job Title: Assistant Headteacher		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> education to degree level or equivalent QTS and GTC registered an excellent track record of recent, relevant professional development a number of years experience of successfully operating at leadership level identifiable contribution to school self evaluation and improvement planning successful experience of the strategic leadership of school management systems experience of effective teaching and performance 	<ul style="list-style-type: none"> innovative use of resources experience of working with school Governors to support school improvement experience of leading whole school CPD for staff
Leadership & Management	<ul style="list-style-type: none"> experience of working as an effective leader in an educational setting innovative approaches to working with students, parents, staff and other stakeholders initiate, lead and manage change programmes prioritise, plan and organise direct and co-ordinate the work of others set high standards and provide a role model for students and staff deal sensitively with people and resolve conflicts a commitment to an open and collaborative style of management 	<ul style="list-style-type: none"> motivate all those involved in the delivery team liaise effectively with other organisations and agencies
Knowledge & Understanding	<ul style="list-style-type: none"> the principles behind the key responsibilities of the role and their potential for raising standards 	<ul style="list-style-type: none"> different methods of consulting with stakeholders strategies for ensuring equal opportunities for staff,

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	<ul style="list-style-type: none"> the principles and practices of strategic and operational planning and delivery effective review and evaluation procedures Strategies most effective in their key area of responsibility 	students and other stakeholders
Communication Skills	<ul style="list-style-type: none"> communicate the vision of the School to a range of stakeholders negotiate and consult fairly and effectively develop and manage good communication systems communicate effectively orally and in writing to a range of audiences 	<ul style="list-style-type: none"> develop, maintain and use an effective network of contacts
Decision Making and Judgement Skills	<ul style="list-style-type: none"> make decisions based on analysis, interpretation and understanding of relevant data and information demonstrate good judgement 	<ul style="list-style-type: none"> think creatively and imaginatively to anticipate, identify and solve problems
Personal qualities	<ul style="list-style-type: none"> a commitment to inclusive education evident enjoyment in working with young people and their families empathy in relation to the needs of the school and the local community ability to inspire confidence in staff, students, parents and others adaptability to changing circumstances/new ideas reliability, integrity and stamina personal impact and presence prioritise and manage own time effectively work under pressure and to deadlines seek advice and support when necessary 	<ul style="list-style-type: none"> achieve challenging professional goals personal ambition and potential for further promotion intellectual ability and curiosity determination to succeed and the highest possible expectations of self and others vision, imagination and creativity resilience and perspective

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