



<b>Post Title:</b>	Assistant Headteacher
<b>Reporting To:</b>	Deputy Headteacher
<b>Level:</b>	L13 - L17
<b>Job Description</b> Specific roles and responsibilities agreed annually.	

The Assistant Headteacher will be a member of the school's Senior Leadership Team together with the Headteacher, two Deputy Headteachers, and two further Assistant Headteachers. This team has collective responsibility for the overall running of the school.

**In addition to the responsibilities of all members of teaching staff, the Assistant Headteacher will:**

- Assist the Headteacher and senior colleagues in leading the staff and students, working together to assure the safety, well-being and highest possible levels of achievement in our community.
- Take a major part in the identification of the educational aims and objectives of the school. They will participate in the establishment of school priorities, the development of all aspects of the life of the school and the evaluation of the school's effectiveness.
- Be responsible for conducting appraisal of staff and the monitoring and evaluation of aspects of the schools' work.
- Support and promote the Christian ethos of St Saviour's and share in leading school worship. They will uphold and model the school ethos at all times, always ensuring equality of opportunity for all staff and students.
- Actively engage in their own development through appraisal, line management and CPD, and be a role model of the highest professional standards. They will be responsible for supporting and encouraging the professional development of staff they line manage.
- Maintain a high profile and presence around school, and support with behaviour management in accordance with school policy and ethos.
- Attend all SLT meetings contributing to strategic decision making, and facilitate other senior and middle leader meetings.
- Carry out various duties and supervisory activities as required.



**Specific Responsibilities will include:**

- Line management of departments
- Line management of a year group
- Strategic leadership of a significant aspect of school improvement
- Quality assurance of the effectiveness of a department and / or year team, contributing to the development of Teaching and Learning.
- Being part of a designated safeguarding team
- Anything else commensurate with the post of Assistant Headteacher which is deemed necessary by the Headteacher.

Specific roles will be agreed with the successful candidate following interviews. Responsibilities and roles are regularly reviewed for all members of SLT. A grid is included in the pack from academic years 19/20 and 20/21, indicative of how roles have been assigned previously.