

Caterham High School

Job title: Assistant Headteacher

Salary: Scale: L13 – L17 Outer London LBR pay scales

Contract type: permanent, full time

Reporting to: Headteacher or SLT Line Manager

Responsible for: line management and oversight of teachers and staff, as directed by the Headteacher

Main purpose

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

- Formulating the aims and objectives of the school
- Establishing 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
- comply with the teachers' standards and modelling best practice for others

They may also be required to undertake any of the duties delegated from the Headteacher.

Area of responsibility

In partnership with the Headteacher and the Senior Leadership Team, the Assistant Headteacher will provide professional leadership and management of areas of responsibility that will be agreed based on the candidate's skills, knowledge and experience. *For example, these areas could include:*

- *Teaching, Learning and Assessment*
- *Raising Standards*
- *Behaviour and attitudes*
- *Personal Development*
- *Inclusion and SEND*
- *Student welfare and learning*

This section will be amended after areas of responsibility are agreed.

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Communicate the school's vision compellingly, personally demonstrating the vision and values in every day work
- Practice and support strategic leadership, playing a significant role in school self evaluation and through the School Development Plan, in areas of school policy and practice
- Support with the day-to-day management of the school through effective organisation and management, seeking ways to improve organisational structures and functions through rigorous self-evaluation

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- To take an effective role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them to build a professional learning community which enables others to achieve
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally, and disseminate effectively as appropriate
- Seek training and continuing professional development to meet own needs
- Monitor and evaluate work carried out by teams within the school to ensure subjects or areas achieve targets and impact positively on the objectives and priorities of the school
- Work with the SLT to raise the quality of education and students' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, LEA and the DfE: ensuring that students enjoy and benefit from a high quality education

Students, Parents and Carers, Community and Staff

Under the direction of the Headteacher or Deputy Headteacher:

- Through leadership, contribute to a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Demand ambitious standards for all students, instilling a strong sense of ownership and accountability in staff for the impact of their work on student outcomes
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students
- With SLT, develop and maintain positive links and relationships with the local community, employers etc to promote a positive image of the school and strengthen community cohesion
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge, including establishing a culture of 'open classrooms' and collaboration
- Hold all staff to account for their professional conduct and practice
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Assist with the selection and recruitment of new staff
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent practice against parts one and two of the teacher’s standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Safeguarding

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

The specific focus for the Assistant Headteacher ’s work programme will be directed and agreed at the beginning of each academic year or as necessary. Duties and focuses within the roles and responsibilities of the Senior Leadership Team will be directed by the Headteacher as appropriate.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher . *This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.*

Last review date: September 2024

Next review date: September 2025

Headteacher’s signature: _____

Date: _____

Postholder’s signature: _____

Date: _____

Caterham High School

Person specification Assistant Headteacher

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	Qualified teacher status	X	
	Degree	X	
	Professional development in preparation for a leadership role	X	
Experience	Successful leadership and management experience in a school at Middle leadership or Assistant Head for a minimum of five years	X	
	Significant and successful teaching experience, demonstrating positive progress and attainment, with willingness to teach across a range of subjects as needed	X	
	experience of school self-evaluation and strategic development planning for change which has had a significant impact at whole school level or in a significant area of provision	X	
	Experience of contributing to staff development	X	
	Understanding and demonstration of high-quality teaching and the ability to model this for others and support others to improve to impact on progress and attainment	x	
	Up to date knowledge and understanding of the specific areas of responsibility	x	
	Successful experience of Line management and delegation of leadership responsibilities and management, including holding others to account and managing difficult conversations	X	
Skills and knowledge	Has a clear understanding of the impact of change and different leadership styles on individuals and organisations	X	
	Ability to comprehend and articulate the complexity of school accountability measures and to be able to make strategic decision in the best interests of students and the school within an understanding of national and government agendas		X
	Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation, performance management and school development planning and have experience of these.	X	
	A practical understanding of how to analyse and use the full range of evidence and data, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	X	

	Understands how to establish and sustain effective organisational structures, systems, policy and practice	X	
	Understanding of school finances and financial management		X
	Effective communication (oral and written) and interpersonal skills	X	
	Ability to think analytically, creatively, innovatively and put plans into place to support new initiatives and to demonstrate initiative in solving problems	X	
	Has an understanding of inclusion, equalities and diversity and is able to implement this effectively within the role	X	
Personal qualities	A personal enthusiasm and commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
	Ability to communicate a vision and inspire others and to build effective working relationships		X
	Ability to work under pressure and prioritise effectively, resolving day to day issues, and to organise others	X	
	Commitment to maintaining confidentiality at all times	X	
	Knowledge of and commitment to the safeguarding and promoting the welfare of children and young people	X	
	Demonstrate a capacity for sustained hard work with energy and vigour. Demonstrate resilience, optimism and flexibility	X	
	Be aware of own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, the feedback from others.	X	