



# Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used; in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Assistant Headteacher (ISR L12-L16)</b>
<b>Reporting to</b>	<b>Deputy Headteacher</b>
<b>Main purpose of job</b>	<p>The postholder will be part of the Senior Leadership Team and lead the development of whole school policy and practice in order to advance the school's core purpose.</p> <p>The specific responsibilities of the role will be determined by the skills and experience of the successful candidate and the needs of the school at the time.</p> <p>The postholder is expected to make a significant contribution to the effectiveness of the Senior Leadership Team.</p>
<b>Key responsibilities:</b>	
<b>Core Purpose</b> <ul style="list-style-type: none"><li>• To demand ambitious standards, expectations and aspirations for all pupils, overcoming disadvantage and advancing equality.</li><li>• To play a major role under the direction of the Headteacher for setting the key improvement priorities for the school; establishing and embedding policies, systems and practice to address priorities and advance the school's core purpose.</li><li>• Contribute to achieving the school's vision by providing effective strategic and operational leadership.</li><li>• Adopt an evidence-informed approach to lead colleagues to continually improve the performance of school.</li><li>• To undertake the professional duties of an Assistant Headteacher as reasonably delegated by the Headteacher.</li></ul>	
<b>School Culture</b> <ul style="list-style-type: none"><li>• To articulate the school's core purpose, vision and values and ensure that they are understood, shared and acted upon by all.</li><li>• Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.</li><li>• Establish and maintain a safe and calm environment by sustaining high expectations and standards of behaviour for all pupils.</li><li>• Ensure that the school's routines and rules are clearly understood and followed by all staff and pupils.</li></ul>	

- To build, develop and maintain effective relationships with parents, carers and members of the wider community to enhance the educational experience and outcomes of all pupils.
- Provide staff with high quality professional learning opportunities that enable them to thrive in their roles, develop professionally and effectively contribute to the school's core purpose.

### **Curriculum and Teaching**

- Ensure pupils are provided with a broad, ambitious and coherent curriculum.
- Establish a culture and develop practices that enable all pupils to access the curriculum and learn effectively.
- Contribute to developing high-quality inclusive teaching across all subjects, built on an evidence-informed understanding of how pupils learn.

### **Organisational Effectiveness**

- Support the development and evaluation of systems, processes and policies for their area of responsibility that enables the school to operate effectively.
- To lead on aspects of school self-evaluation; evaluating how effectively the school delivers on its core purpose and makes a distinct impact.
- To contribute to the creation and implementation of the School Improvement Plan and take responsibility for leading key aspects of it.
- Provide effective line management of Middle Leaders, providing appropriate support, challenge and accountability.
- To support colleagues through effective direction, mentoring and coaching, so that they can be more effective in how they lead and manage pupils and staff.
- Ensure that the Headteacher and Governors are informed and advised about educational plans, policies and priorities and their impact.
- To promote collaboration within the Trust and across other external organisations in order to share expertise and secure benefits for the staff and pupils of the school.

### **All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the school/academy and beyond
- Represent the school/academy at events as appropriate
- Support and promote the school/academy ethos
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post
- Undertake any other reasonable duties at the request of the Headteacher and Executive Team.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder.



## Person Specification

<b>Qualifications and training</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Honours Degree</li><li>• Qualified teacher status</li><li>• Evidence of recent and relevant professional development</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Good honours degree (1<sup>st</sup> Class or 2:1)</li><li>• Additional degree or management qualification</li><li>• NPQSL</li></ul>
<b>Experience</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Significant leadership experience as a middle leader within a secondary school</li><li>• Evidence of demonstrable impact as a leader within a secondary school</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Evidence of involvement and impact at a whole school level.</li><li>• Leading professional development that positively impacted on staff and the school.</li><li>• Leadership in more than one area of a school's work.</li><li>• Leadership experience in more than one school.</li></ul>
<b>Knowledge, skills and abilities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Successful classroom practitioner with a record of excellent examination results.</li><li>• Ability to establish positive and enriching relationships with colleagues, pupils and parents/carers.</li><li>• Understanding of the principles of effective leadership and management and the ability to apply them.</li><li>• Knowledge and understanding of current educational issues, particularly in relation to inclusion, and the ability to respond to them strategically.</li><li>• Ability to provide open and honest feedback to bring about improvements.</li><li>• An effective communicator both verbal and written.</li></ul>
<b>Qualities</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Unwavering commitment to improving the life-chances of young people.</li><li>• Has a strong and influential presence around school, being an excellent role model for staff and pupils.</li><li>• Has high expectations and aspirations for all staff and pupils.</li><li>• Models and upholds the highest standards of professional conduct</li><li>• Self-aware and committed to personal and professional development.</li><li>• Is loyal, reliable, committed and has high levels of integrity.</li></ul>