



## Longbenton High School

### Assistant Headteacher: Job Description

<b>Job Title</b>	Assistant Headteacher
<b>Salary</b>	L12-16
<b>Contract</b>	Full time, permanent
<b>Responsible to</b>	Headteacher
<b>Line Management</b>	TBC (subject leaders)
<b>Teaching commitment</b>	50-60% full timetable: approx. 28 periods per fortnight (including on call rota)
<b>Date of job description</b>	February 2022
<b>Start date</b>	September 2022

#### Primary purpose of the role & key strategic responsibilities

The key purpose of this role is to:

- To provide strong, professional leadership and management as part of the senior team, sharing and modelling the school's vision and values in everyday work and practice
- To take responsibility for the leadership of specific areas and initiatives in order to secure school wide improvement\*
- To develop and motivate staff, including contribution to CPD and coaching
- With the senior team, to lead the quality assurance of teaching, learning and assessment and develop a shared expectation of an innovative and aspirational culture of learning
- Have direct impact on outcomes through line management of key posts

\*Specific responsibilities will change to meet whole school needs and will be based upon the school's strategic priorities. Leadership group responsibilities will be reviewed on an annual basis to ensure alignment of leadership team capacity and capability

#### Leadership

- To work with the Headteacher and Deputy Headteachers to formulate the direction, aims and priorities of the school, including taking a strategic lead in self-evaluation and development planning
- Support the Headteacher in the day-to-day leadership of the school, creating systems that support the school's ethos and are applied consistently and understood by all; be a visible and effective leadership presence
- Be a positive role model in all aspects of leadership, management, teaching and learning to students, parents and staff
- To lead, maintain and further develop high standards of teaching & learning within the school, through regular monitoring and coaching and by personal example
- To embed ambition and drive improvement, specifically within line managed departments and teams as well as

across all other areas of responsibility; be accountable for the progress of line managed departments

- Lead on a positive work environment culture which promotes teachers' sense of self-efficacy, which contributes to increased satisfaction and retention; facilitate an open-door culture committed to teacher development
- To analyse and interpret relevant school, local and national data; to be outward facing and to always actively seek best practice, rooted in sound research
- Keep up to date with developments in education and teaching pedagogy, translating policy into our school context
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources

### **Teaching and Learning**

- To be an exceptional classroom practitioner and, systemically, to provide model teaching and learning strategies to staff
- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods
- Support the HT and DHTs with monitoring and evaluation of TLA across the school and contribute to the school self-evaluation and review and the development of school improvement plans
- To ensure that school capability procedures are followed where teaching is not of a sufficiently high quality
- Lead and maintain a systemic, recorded approach to lesson observations, learning walks, book scrutiny and other evaluations in conjunction with the Headteacher and other leaders within the school
- Develop a culture that supports and facilitates student progress and is limitless in its ambition

### **General responsibilities**

- To act in accordance with the school's policies and procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our school.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practises each day.
- To adhere to the school's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school policies and procedures.
- Depending on the needs of the school, these may be altered from time to time in consultation with the Headteacher.