

# Assistant Headteacher Job Description & Person Specification

## Reporting to Head of School and Executive Head Teacher

**Salary:** L4- L8

**Contract type:** Permanent

## Main purpose

The Assistant Headteacher will support the Executive Headteacher and Head of School in:

- Communicating the school's vision compellingly and supporting the strategic leadership
- The day-to-day management of the school
- 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 meeting the school's aims and objectives

The Assistant Headteacher may also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Head of School.

## Duties and responsibilities

### School culture and behaviour

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

### Teaching, curriculum and assessment

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

### **Additional and special educational needs and disabilities (SEND)**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

### **Organisational management and school improvement**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities

- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, accountability and working in partnership**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

#### **Assessment**

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data
- Plan and implement interventions for pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It's 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.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> <li>• Either holds the NASENCO or has a keen interest in completing the qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience [minimum of 8 years' experience] across Key Stages</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationship</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to build positive and respectful relationships across the school community</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.