



Glyn  
School

**Assistant Headteacher**

## Job Description – Assistant Headteacher

<b>Job Title</b>	Assistant Headteacher	<b>Job Reference</b>	
<b>Location</b>	Glyn School	<b>Travel required</b>	No
<b>Level/salary range</b>	L14-L18	<b>Closing date for applications</b>	31.05.2024
<b>Responsible to</b>			
Executive Headteacher/Head of School			
<b>Key Accountabilities</b>			
<b>Core Purpose</b>			
To lead, manage and co-ordinate the strategic development of the school as part of the school's Leadership and Management Team (LMT), in order to maintain outstanding and move towards exceptional achievement			
<ul style="list-style-type: none"> <li>● <b>Student Outcomes</b></li> </ul>			
<ul style="list-style-type: none"> <li>● Enable the outcomes of the majority of students in the year group/s the LMT member is responsible for, to be making rapid and sustained progress</li> <li>● Enable students to exceed expected progress</li> <li>● Leading highly effective subject interventions</li> <li>● Lead high quality assemblies and workshops for student development</li> </ul>			
<ul style="list-style-type: none"> <li>● <b>Strategic responsibilities</b></li> </ul>			
<ul style="list-style-type: none"> <li>● Support the development and implementation of the vision and strategic direction of the school</li> <li>● Contribute to the whole school SEFDP with regards to the area of responsibility on a whole school level</li> <li>● Set a clear vision and action plan for the designated areas of responsibility as allocated by the Head of School</li> <li>● To have a significant, measurable impact that is substantiated and sustained in the areas that the LMT member leads</li> </ul>			
<ul style="list-style-type: none"> <li>● <b>Behaviour and Safety</b></li> </ul>			
<ul style="list-style-type: none"> <li>● To promote a positive attitude to learning and celebrate student success, ensuring high achievement, regular attendance, excellent behaviour, good punctuality and good personal organisation</li> <li>● To oversee the consistent and fair application of the behaviour policy within the school</li> <li>● To run School detentions</li> <li>● Meet with students over whom there are concerns and contact home where necessary in conjunction with student support teams</li> <li>● Undertake break and lunch duties</li> <li>● To lead on the sharing of best practice relating to positive and negative behaviour management</li> <li>● To participate in the 'OnCall' / Patrol rota</li> <li>● To oversee the organisation of appropriate sanctions for students such as internal exclusions</li> <li>● To make recommendations to Head of School regarding external fixed term and permanent exclusions with accompanying evidence</li> <li>● To apply and develop rewards and sanctions systems in conjunction with the leadership team</li> <li>● To proactively ensure that students follow the school policy regarding uniform and taking appropriate action</li> </ul>			

**Safeguarding**

- Be keenly aware of the responsibility for safeguarding children and to help lead the application of the Safeguarding and Safe Practices policy within the school
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons
- To take responsibility for safeguarding issues and ensure that Senior Designated Officer (and Safeguarding team) are informed of concerns
- To lead on the monitoring of student progress, safety and support for students on the safeguarding register in House
- To lead/contribute to the provision of guidance of students on safeguarding and safe practices
- To liaise with outside agencies as appropriate, including playing a lead role in Child in Need meetings
- Ensure that the school safeguarding policy has been followed in the areas of strategic responsibility (including vetting procedures for staff and visitors; Safer Recruitment; Child Protection; Safe Practices)

**Professional development including Teaching School & SCITT**

- To provide highly effective CPD for staff relevant to their areas of strategic responsibility
- Innovation – bring in concepts and put into practice / introduce one innovation per year
- Stay abreast of current issues and support other colleagues in keeping their knowledge and practice up to date
- Provide regular feedback for colleagues in a way which recognises good practice and results in tangible impact on student learning
- Establish clear expectations and constructive relationships among staff
- Support the CPDD process
- Support teachers experiencing difficulties
- Contribute towards the induction and mentoring of newly qualified teachers
- Participate in the Initial Teacher Training programme within the school
- Advise on professional development of support staff in a coaching and mentoring role
- Take part in the staff development programme by participating in arrangements for further training and professional development

**Financial accountability**

- Secure effective management of resources
- Ensure that expenditure that takes place under their areas of strategic responsibility follows the correct financial procedure – with funding being secured prior to expenditure
- Ensure that financial expenditure stays within budget and is being spent effectively

**Contribution to wider community**

- Develop positive relationships with the external community of the school in relation to strategic responsibility

**Extended school responsibility**

- Contribute towards the wider responsibility of the leadership team to provide coverage of provision, events, trips and intervention outside of the standard 195 days of the academic year
- Ensure coverage during school holidays; those families and students have relevant contact points; that operational support is available for support teams that work during school holidays

**Professional conduct**

- To lead by example, acting with integrity and respect in all aspects of their leadership, showing professional regard for the policies, practices and ethos of the school, to foster positive relationships and attitudes and to inspire and motivate.
- To show an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

**Communication**

- To communicate effectively with the parents of students as appropriate
- To ensure that parental contact is acknowledged within 24 hours of receipt and ensure appropriate colleagues involved
- To log all parental communication in all its forms
- To ensure parents are informed of all relevant information and incidents (positive and negative)

- Lead the contribution towards school newsletters as required
- Where appropriate, to communicate and co-operate with persons or bodies outside the school
- To follow agreed policies for communications in the school
- To attend, lead and contribute to meetings
- Provide staff with appropriate dates for activities and deadlines
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- To contribute to the development of effective subject links with external agencies
- Regularly gain student and parent feedback

#### **Learning & Teaching / Quality Assurance**

- To undertake a designated programme of teaching across all key stages
- Teach consistently high-quality lessons as highlighted in the new Teaching Standards
- Act as a role model through an open-door policy in lessons and modelling best practice
- Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- Prioritise and manage time effectively, undertaking continued professional development in line with the role
- To plan and prepare to teach courses and lessons
- To follow the school policies and procedures and ensure the House team does as a whole
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To contribute towards reviewing, developing and refining schemes of work for departments taught in to extend and improve current resources
- Update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology in general, and in the curriculum, areas taught in
- Ensure a high-quality learning environment within the department areas taught in

#### **Personal Responsibilities:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the school in meeting its legal requirements for worship
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break, at the end of the lunch period and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To attend and contribute towards governor meetings as and when required
- Any other duties commensurate with responsibilities of an AHT as directed by the HT / DHTs

## Person Specification – Assistant Headteacher

Job Title: Assistant Headteacher		
	Essential	Desirable
<b>Qualifications</b>		
Honours degree or equivalent	✓	
Qualified teacher status	✓	
Evidence of commitment to continuing professional development	✓	
Evidence of relevant post-graduate training		✓
<b>Professional and Experience</b>		
Strong track record of achieving outstanding student progress	✓	
Be an excellent practitioner	✓	
Ability to articulate and communicate a shared vision	✓	
Ability to form and maintain appropriate relationships and personal boundaries with staff and students	✓	
Excellent classroom management skills	✓	
Evidence of active involvement in school-wide provision or initiatives		✓
Evidence of raising student achievement	✓	
Evidence of strategic thinking	✓	
Evidence of successful involvement in behaviour improvement initiatives	✓	
Experience of involvement in developing and supporting colleagues through coaching, mentoring etc.		✓
Have overall understanding of National Curriculum and developments affecting secondary education	✓	
<b>Skills</b>		
Ability to use target setting	✓	
Ability to hold staff to account	✓	
Active involvement in curriculum development initiatives		✓
Ability to drive for improvements and challenging underperformance		✓
Ability to develop and sustain successful relationships with staff and students	✓	
Ability to analyse data to effectively track student progress and specifically all sub groups	✓	
Experience of managing a budget		✓
Ability to communicate effectively with parents	✓	
Ability to recognise individual learning needs and ensure adequate curriculum provision	✓	
Commitment to raising the achievement of all students of all abilities	✓	
Evidence of effectively using assessment data to inform learning and teaching	✓	
Evidence of consistent and constructive marking procedures	✓	
Willingness to offer after-school club/activity		✓
Evidence of involvement in pastoral care		✓

<b>Personal Attributes</b>		
Ability to develop and sustain successful relationships with colleagues at all levels	✓	
Ability to work effectively as part of a team	✓	
Excellent organisational skills, ability to work under pressure and meet deadlines	✓	
Ability to plan, monitor, evaluate and review	✓	
Enthusiasm, energy, resourcefulness, creativity	✓	
Communicate clearly and concisely both verbally and in writing, with all customers (pupils, parents, colleagues, external contacts, etc.)	✓	
Ability to write clear and informed reports	✓	
Ability to create innovative solutions to solve problems		✓
Display integrity-be trusted and trust others ensuring commitments are kept	✓	
Be able to show commitment-take ownership and follow things through to completion	✓	
Energy-take the initiative and invest in relationships and responsibilities with enthusiasm.	✓	
Honesty-respect facts and evidence and show openness, be inclusive of others and seek support, where necessary.	✓	
Ambition-set personal challenging goals and targets.	✓	
Display optimism and ambition for all learners and a commitment to their development.	✓	
Be able to manage time effectively	✓	
Be very generous and flexible with your own time	✓	
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.		