



Tolworth Girls' School & Sixth Form

Job Description

Post:	Senior Assistant Headteacher
Responsible to:	Headteacher
Salary:	Leadership Scale (Outer London) L14 -18
Responsible for:	Teaching and Learning, Curriculum and CPD
Contract type:	Full-time

Main purpose

The Senior Assistant Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Head's strategic leadership
- Driving student progress and attainment in the school with a particular focus on teaching & learning
- 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 the achievement of the school's aims and objectives
- Liaising effectively with Governors and other stakeholders
- The line management of Faculty areas

The Senior Assistant Headteacher will also have a timetabled teaching commitment of 12 hours per fortnight.

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

Qualities

The Senior Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students
- Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher the Senior Assistant Headteacher will:



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

Teaching and learning, curriculum and CPD

Under the direction of the Headteacher the Senior Assistant Headteacher will:

- Ensure that the whole curriculum provided by TGS is broad, balanced, fulfils all statutory requirements and meets the needs of all students
- Ensure that the Academic and non- academic curriculum provided is diverse, promotes equality and recognises the cultures, histories and beliefs of our school community
- Ensure that all priorities in the School Development Plan, relating to the quality of education are met
- Work with and lead the curriculum development across all faculty areas
- Working with the pastoral team to deliver the non- academic curriculum across all school phases
- Ensure that each faculty has detailed curriculum maps which set out what should be learnt by the end of each key stage, how this will be embedded into long-term memory and how new knowledge, skills and understanding will be assessed
- Ensure that the curriculum maps mentioned above are followed consistently by all staff
- Organise an ongoing programme of quality assurance (including book samples, learning samples and student voice)
- Monitor the quality of teaching, learning and assessment, recognising good practice and taking appropriate steps if there is cause for concern
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning

Working very closely with the Deputy Head with responsibility for Raising standards and Assessment the Senior Assistant Head will ensure:

- After each data entry, relevant progress and attainment data is provided for the Headteacher, Heads of Faculty, Standards and Progress Leaders and teachers
- Heads of Faculty put appropriate and effective intervention in place to address areas for improvement once whole school/subjects and class level progress/attainment data has been analysed
- There is a curriculum and teaching and learning element and focus for the middle leader meetings
- Ensuring that each faculty has at least one enrichment activity within the taught curriculum per half term.

Additional and special educational needs and disabilities



Under the direction of the Headteacher, the Senior Assistant Headteacher will:

- Promote a culture and practices that enables all students to access the curriculum
- Have ambitious expectations for all students
- 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 Headteacher, the Senior Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and students' 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 these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher, the Senior Assistant Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard 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 Headteacher, the Senior Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure 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 students

Other areas of responsibility

The post holder will also:

- Teach 12 periods per fortnight
- Attend all Senior Leadership Team and Middle Leader meetings



- Attend Local Governing Committee Meetings and serve these with reports as required
- Attend school functions as required
- Have a high, visible presence around the school
- Performance manage staff as allocated by the Headteacher
- Be an advocate for TGS at all times

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 Senior Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

CONFIDENTIAL



Senior Assistant Headteacher

Person Specification

CRITERIA	QUALITIES
Qualifications and training	• Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	• Leadership and management experience in a school • Teaching experience up to KS5 • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development
Skills and knowledge	• Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Up-to-date knowledge of the requirements of the National Curriculum and other compulsory subjects at secondary level • Familiarity with a range of external data, including the ISDR, ASP and Level 3 Value Added, and the ability to use this for school improvement • The ability to analyse internal and external data accurately, identifying strengths and areas for development • Knowledge of a wide range of effective intervention strategies and the ability to implement these across the curriculum and monitor their impact • The ability to lead a team of senior staff in working collaboratively to



	sustain outcomes that are well above national across the curriculum • Knowledge of the current Ofsted framework and an understanding of the concepts of curriculum intent, implementation and impact • Knowledge of how skilful curriculum planning enables learning to take place and all students to make exceptional progress • Understanding of best practice in monitoring the quality of teaching, learning and assessment across the school • An understanding of the barriers to learning faced by disadvantaged students and the strategies that can be used to overcome these
Personal qualities	• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

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

Last review date: April 2025

Next review date: April 2026

Line manager's signature:

Date:

Postholder's signature:

Date:
