CATERHAM HIGH SCHOOL

Job Description

# NAME :

Post Title: **ASSISTANT HEADTEACHER**

Purpose: To play a major role under the direction of the Headteacher in the formation, communication and implementation of school policy, as well as a collective responsibility for academic standards and discipline in general.

The Assistant Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher..

Reporting to: Relevant Deputy Headteacher

Salary/Grade: Leadership Scale L13-17

**Core Purpose and Accountability**:

* To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
* Undertake the professional duties of the Assistant Headteacher reasonably delegated to you by the Headteacher.
* In partnership with the Headteacher and the Senior Leadership Team (SLT), provide professional leadership and management of:  
     
  (i) Teaching and Learning throughout the school.  
  (ii) School Improvement Plan priorities and whole school action plans.

**Generic**

* You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation.
* Facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all students.
* All staff are expected to uphold the school’s principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school’s aims and values.
* You will be expected to play a leading role in the school self -evaluation process.

**Performance Management**

* To undertake annual Performance Management, setting and agreeing targets linked to school improvement plan priorities with the Headteacher.
* To lead the appraisal of a group of teachers and other relevant staff.

**Strategic direction/Shaping the future**

* Support the Headteacher in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all and personally demonstrate this vision and values in every day work and practice.
* In collaboration with SLT assist in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision.
* Promote high expectations for attainment.
* Monitor the progress made in achieving relevant subject/area plans and targets, and evaluate the effect on teaching and learning.
* Contribute to the development, organisation and implementation of the school’s curriculum.
* Work with outside agencies and stakeholders to inform future action.

**Leading Learning and Teaching, developing and enhancing the teaching practice of others:**

* Work with the SLT to raise the quality of teaching and learning and pupil’s achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
* Ensure that information on student progress is used to improve teaching and learning as well as inform/motivate students and inform parents.
* Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and appraisal objectives resulting in a tangible impact on students learning.
* Keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
* Plan, delegate and evaluate work carried out by relevant team(s) and individuals.
* Create, maintain and enhance effective relationships.

**Securing Accountability**

* Work with the Headteacher to ensure the school’s accountability to a wide range of groups, particularly parents, carers, governors, LEA and the DfE: ensuring that pupils enjoy and benefit from a high quality education.
* Play a significant role in developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Work with the Governing Body (providing information, objective advice and support) to help to enable it to meet its responsibilities.
* Develop and present a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers.
* Engage relevant staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans.
* Evaluate the quality of teaching and standards of achievement in relevant areas, setting targets for improvement

**Resource Management**

* In collaboration with SLT:-  
  (i) Provide effective organisation and management of the school and seek ways to  
   improve organisational structures and functions based on rigorous self-evaluation.  
  (ii) Ensure the school and the people and resources within it are organised and   
   managed to provide an efficient, effective and safe learning environment.
* Monitor and control the use of resources and budgets in relevant areas according to the school’s agreed financial procedures.

**Developing Self and Working with Others**

* In collaboration with SLT build a professional learning community which enables others to achieve.
* Support the staff, within your team and within the whole school, in achieving high standards through effective continuing professional development.
* Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
* In collaboration with SLT build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
* Develop and maintain a culture of high expectations for self and others.
* Regularly review own practice, set personal targets and take responsibility for own professional development.

**Strengthening Community**

* In collaboration with SLT, develop and maintain positive links and relationships with the local community, employers etc to promote a positive image of the school.
* Collaborate with other relevant schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
* Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**Other Specific Duties**

* To provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher.
* To be responsible for behaviour policy and practice across the school.
* To take an effective role in the School’s Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students.

The specific focus for the Assistant Headteacher’s work programme will be negotiated and agreed at the beginning of each academic year.

*This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.*

I acknowledge the receipt of a copy of my job description.

Signed.............................................................. Date …………………