

Job Description
Assistant Headteacher

Please ensure that you address each of these in your supporting statement.

Purpose	<ul style="list-style-type: none"> The core purpose of the Assistant Headteacher is to work with the Principal and other members of the Leadership Team to provide professional leadership and management of the school. The Assistant Headteacher will carry out the duties set out in the School Teachers' Pay and Contributions Document and other relevant education legislation. The Assistant Headteacher will perform the duties of the post in accordance with the relevant employment legislation. The post will require you to work in partnership with the Principal, Trust, Governors, staff, Local Authority, Consortium, parents and the wider school community to secure continuous school improvement. The role will include a teaching commitment.
Reporting To	<ul style="list-style-type: none"> Deputy Headteacher
Disclosure	<ul style="list-style-type: none"> Enhanced
Salary/Scale	<ul style="list-style-type: none"> L18 – L22
MAIN DUTIES	
Specific Duties	<p>These will be determined upon appointment but we are seeking a candidate with a flexible skill set that can adapt to a range of responsibilities. The role will include specific responsibilities covering aspects of senior leadership commensurate with the role of an Assistant Headteacher.</p> <p>This job description outlined below is a generic outline and may be amended at any time following discussion between the Principal and the successful candidate, and will be reviewed annually. It is anticipated that specific portfolios and areas of responsibility across the Leadership Team will be regularly shared/rotated to secure further school improvement and to support an enriched and challenging programme of personal and professional development.</p> <p>Other specific responsibilities will be agreed upon appointment.</p>
Expectation	<ul style="list-style-type: none"> Promote excellence, equality and high expectations for all staff and students. Play a driving role in devising and delivering the school's vision, leadership and direction. Support the development of teaching and learning effectively. Evaluate school performance and identify priorities for improvement. Promote a safe and productive learning environment which is engaging, motivating and inspiring for all students. Demonstrate knowledge and understanding of the ways in which young people develop. Work closely with staff to ensure best practice and understanding of accountabilities. Deploy resources efficiently to achieve the school's aims. Undertake day-to-day management, organisation and administration tasks. Work effectively with the school's Governing Body.

	<ul style="list-style-type: none"> • Develop strong and professional relationships with parents, engaging them in their child’s learning and encouraging them to engage in a positive partnership with school. • Engage the commitment of the wider community and all stakeholders. • Improve the life chances of all young people at the school.
<p>Strategic direction and development of the School to secure the Vision</p>	<p>To play a leading role in setting the school’s values and vision and ensuring that these are clearly articulated, shared, understood and acted upon effectively by all.</p> <p>Working actively with the Leadership Team to:</p> <ul style="list-style-type: none"> • Work with the school community to share and embed the school’s vision into agreed objectives and developmental plans which will promote and sustain school improvement. • Support the creation and implementation of the school development plan, within the national and local context, and to take responsibility for appropriately delegated aspects of it. • Support the development and implementation of policies, priorities and expectation and to take responsibility for appropriately delegated aspects of this. • Support the evaluation of the effectiveness of the school’s policies and practice and the impact upon standards. • Enthuse, inspire, motivate and work with others to create a shared learning culture and positive climate with wellbeing at its core, in which the views of all members of the school community are valued and taken into account. • Ensure that creativity and innovation lead to excellence. • Inform, advise and collaborate with the Governing Body to enable it to exercise its role and responsibilities. • Support curriculum design, delivery and forward planning. • Ensure all staff have a clear understanding of student data accountability measures. • Ensure that parents/carers and key stakeholders are well informed about the school curriculum, its targets, children’s attainment and their part in the process if improvement.
<p>Teaching and Learning</p>	<p>To strive for continuous improvement in the quality of teaching and learning and progress of students.</p> <p>Working actively with the Leadership Team to:</p> <ul style="list-style-type: none"> • Develop a school and learning environment which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline. • Monitor and evaluate the standards of teaching and learning within the school and ensure the highest standards of professionalism and performance are maintained – challenging underperformance and delivering support programmes where necessary to improve performance. • Ensure learning and student progress is at the centre of strategic planning and resource management.

	<ul style="list-style-type: none"> • Sustain a culture and ethos of challenge and support where all can succeed and become engaged in their own learning. • Demonstrate and articulate high expectations and the setting of stretching targets for the whole school community. • Ensure a consistent and continuous school-wide focus on student achievement, using data and benchmarks to monitor progress in every student learning. • Implement a curriculum across all stages of the school that maximises student's changes of success and ensure that they are fully equipped with the relevant skills and qualifications to be successful employees and citizens in the future. • Support the Principal in the implementation of the school's Performance Management Policy and take responsibility for the performance development of identified staff. • Support the provision of effective staff development for all staff to develop their professional skills. • Promote a culture of collaboration to provide support for leaders (and potential leaders) in developing their leadership and wider professional skills. • Research, innovate and present ideas to improve learning. • Take account of developments in local, national and wider provision. • Model excellent pedagogical practice. • Engage in evidence informed practice to support improvement in teaching, learning and outcomes.
<p style="text-align: center;">Securing Accountability</p>	<p>To develop a whole school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrating success and accept responsibility for the outcomes.</p> <p>Working actively with the Leadership Team to:</p> <ul style="list-style-type: none"> • Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation. • Provide clear and on-going feedback to others, line managing effectively, celebrating good practice and addressing unacceptable levels of performance. • Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement and ensuring efficiency. • Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents and carers. • Reflect on school achievements and taking account of feedback from others. • Promote a culture of continuous monitoring, self-evaluation and improvement • Enable students to understand their responsibility to be active learners, who strive to achieve their targets. • Ensure parents and carers are well informed about the curriculum, the attainment and progress of their children and are able to support the realistic and challenging targets set. • Ensure that records are kept so that the school can satisfy a range of audit procedures • To understand and act within statutory frameworks.

<p>Effective Deployment of Staff Resources</p>	<p>Contribute to the planning process for the distribution of resources, evaluating the impact of the use of resources in relation to the quality of education of the students and value for money to ensure they meet the school's identified priorities.</p> <p>Working actively with the Leadership Team to:</p> <ul style="list-style-type: none"> • Support the Principal in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience. • Ensure that all staff have clear understanding of their roles and responsibilities. • Manage the school effectively in the absence of the Principal. Support the Principal in the management and organisation of relevant groupings of children to ensure the effective teaching and learning takes place and that children's personal development needs are met. • Support the Principal in ensuring the health and safety of students, staff and other site users. • Assist in the efficient and effective use of school premises
<p>Strengthen the Community</p>	<p>To engage effectively in and with the community, supporting individual staff, student and families, reducing barriers to learning and securing improved outcomes for all students.</p> <p>Working actively with the Headship Team to:</p> <ul style="list-style-type: none"> • Prioritise the safeguarding and wellbeing of all members of the school community. • Create and promote positive strategies to recognise and celebrate diversity and for preventing and dealing with prejudice or harassment involving ethnicity, gender, disability, age, sexual orientation and religion or belief. • Collaborate with other agencies to provide for the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families. • Create and maintain an effective partnership with parents and carers, listening to, reflecting and acting on feedback, to support and improve student achievement, engagement and personal development. • Seek opportunities to invite a wide range of stakeholders and other organisations into the school to enhance and enrich the school and its involvement in the wider community. • Contribute to educational improvements by sharing good practice, working with other schools and promoting innovative initiatives.
<p>Other Duties</p>	<ul style="list-style-type: none"> • To be responsible for your own continuing self-development and to participate in training and other learning activities and performance development as required. • To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise. • Actively promote equal opportunities and support the delivery of service which are accessible and appropriate to the diverse needs of service users. • The post holder will be expected to work flexibly and carry out all duties in compliance with the school policies • To undertake other duties that the Principal may request

- *Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.*
- *Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.*
- *Staff are expected to present themselves and to act in a professional manner at all times.*
- *The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.*
- *The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.*

SAFEGUARDING

The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf.

The postholder will be required to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection and safeguarding procedures adopted by the school. Any safeguarding and child protection issues must be acted upon immediately by informing the Designated Safeguarding Leads.

The postholder will support and promote the school's values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

Protecting children is a core responsibility for all staff. Staff are expected to alert any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person.

This is a description of the job as it exists at present; all school Job Descriptions are reviewed and are liable to variation in consultation with the post-holder in order to reflect future development, roles and organisational change.

I can confirm that I have read and accept my job description	
Name:	
Signed:	
Date:	

Person Specification
Acting Assistant Headteacher

Qualifications	Essential	Desirable
Qualified teacher status	✓	
Good honours degree	✓	
Excellent academic record		✓
Accredited or certified further CPD (Continuous Professional Development) or training.		✓
Higher degree (optional)		✓
Experience		
Experience of successful curriculum, teaching and learning or pastoral leadership	✓	
Minimum of 3 year of Leadership experience	✓	
Significant Headship Team responsibilities in a school to include either curriculum, or teaching and learning standards	✓	
Experience of leading large teams	✓	
A proven track record of raising educational standards	✓	
Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change	✓	
The ability to undertake effective classroom observations with appropriate follow up	✓	
Experience of successful curriculum, teaching and learning or pastoral leadership	✓	
Excellent classroom practitioner		✓
Experience of delivering high impact coaching and mentoring or staff		✓
Experience of leadership with external parties.		✓
Experience of successful curriculum, teaching and learning, and pastoral experience.		✓
Knowledge/Skills/ Personal Competencies (ability to)	Essential	Desirable
A passion for improving the educational engagement of young people with a belief that everyone can benefit from, and have entitlement to, high quality educational opportunist	✓	
Able to articulate a vision and develop a commitment to shared aims and objectives	✓	
Commitment to a fully inclusive school – where no child is left behind	✓	
Excellent leadership skills and practical examples of their application	✓	
Evidence of having managed significant change within a whole school context	✓	
Experience of successful facilitation of performance management of staff	✓	
Experience of managing, motivating & supporting others to improve & challenging underperformance	✓	

Evidence of leading & evaluating school initiatives & policy formulation to drive school improvements, improve teaching standards and raise and sustain student achievements	✓	
Commitment to working in partnership with the community	✓	
Experience of the effective use of data, assessment and target setting and other effective strategies to raise student attainment	✓	
Evidence of successful delivery of professional learning which has secured improved outcomes	✓	
Commitment to own professional development	✓	
Ability to remain positive and enthusiastic under pressure	✓	
Ability to investigate, prioritise and make decisions and solve problems	✓	
Excellent verbal and written communication skills.	✓	
Able to inspire confidence and give encouragement	✓	
Able to remain calm when dealing with challenging situations and behaviour	✓	
Evidence of financial managements for financial budgets and a wide range of resources, including cost effectiveness and value for money		✓
Personal Attributes		
A stamina, resilience, a sense of balance, humour and intellectual flexibility	✓	
Able to work independently and in a team	✓	
Ability to be reflective and be self-critical	✓	
To be prepared to work flexibly outside the school's usual hours	✓	
Knowledge of the relevant health & safety legislation and planning for monitoring & adhering to policy and practice	✓	
Commitment to the safeguarding of children and young people	✓	
Commitment of the schools Equal Opportunities Policy and Inclusion	✓	
Requirements of the post		
The employment checks required of this post are:		
Evidence of entitlement to work in the UK		
Evidence of essential qualifications		
Evidence of satisfactory safeguarding check e.g. an Enhanced DBS Disclosure		
Confirmation of medical fitness for employment as required		
Satisfactory social media / online checks		