



### **Job Description**

<b>Post:</b>	Assistant Headteacher
<b>Responsible to:</b>	Deputy Headteacher
<b>Salary scale:</b>	Leadership Pay Scale (L13 - L17)
<b>Location:</b>	The Excelsior Academy

### **Job Purpose**

The main purpose of this post is to provide strategic and operational leadership on all aspects of school development, ensuring high quality academic and pastoral provision to improve student progress and standards.

### **Main responsibilities of the post**

- The raising of standards that rapidly increase student outcomes
- To lead innovative strategies for teaching and learning
- Other responsibilities will be discussed with the successful candidate

### **Specific responsibilities**

#### *Strategic Leadership*

- Under the direction of the Deputy Headteacher, to develop effective practice that has a positive impact on the experience of all students in Key Stage 3 and Key stage 4 and contributes to raising standards of attainment, behaviour and achievement
- Provide strategic leadership and give direction about continuing professional development to HOLs, HOFs and all teaching staff in partnership with senior colleagues
- Contribute to ensuring good practice in raising standards in a given area and through effective line management

#### *Operational role*

- Lead and chair meetings of staff relating to decision making about a given area of responsibility ensuring effective consultation, delegation of responsibility and successful implementation of outcomes
- Lead and chair meetings and attend other meetings where appropriate
- Ensure that colleagues are able to extend their professional experience as appropriate to their career development and the needs and priorities of the school
- Conduct performance management cycle for individuals and groups of given responsibility area
- Maintain and update accurate records
- Oversee a budget and resources to ensure equity with value for money

- Provide advice and direction to colleagues about resources needed in the given area of responsibility
- Ensure that student data about attendance, behaviour, and participation in extended and enrichment activities is collected, collated and deployed effectively by all new staff and by all staff in relevant curriculum areas
- Ensure that student data about progress, attainment and achievement is used effectively by all new staff, and by all staff in relevant curriculum areas, to improve student outcomes
- Play a major role in formulating the ongoing priorities for improvement of the school
- Take responsibility for contributing to the smooth running of the school on a day to day basis

### *Quality and Standards*

- Design and implement quality assurance strategies that ensure high quality professional development for teaching staff under their care
- Monitor and evaluate the quality of teaching and learning and contribute to judgements about its impact on raising standards
- Contribute to the improvement of students' standards and outcomes through monitoring the impact of curriculum provision, special needs support, inclusion support and interventions on individual and groups of students in relevant subject areas
- Set high expectations for staff in relation to the Teachers' Standards and provide appropriate support to carry them out
- Monitor and evaluate the identified outcomes of performance management arrangements and provide feedback to senior colleagues about development areas
- Prepare reports for staff and governors where necessary
- Ensure high quality middle leadership development opportunities
- Contribute to the school's monitoring and evaluation processes

### *Teaching and Learning*

- Contribute to the development of the whole school curriculum to support maximum success for all students through ensuring appropriate professional development in teachers' subject knowledge
- Develop and support procedures for promoting high expectations and high quality teaching, learning and assessment practice among all staff
- Monitor, review and evaluate teaching and learning as required providing effective judgements, reporting and feedback to colleagues
- Act as a role model in the provision of high quality teaching, learning and assessment

### *Staff, Resources and Accommodation*

- Coach and support colleagues in the exercise of their responsibilities at all levels in the school
- Undertake line management responsibilities for identified staff
- Assist in the implementation of effective procedures to support staff who are underperforming
- Participate in performance management and threshold assessment procedures and provide professional information about the work and performance of staff
- Ensure the appropriate standards of care among students and staff in relation to the school environment
- Advise on future needs in relation to staffing, resources and accommodation as appropriate

### *Community*

- Ensure an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate

- Liaise with external partners and ensure positive relationships with members of the wider community

#### *General*

- Maintain a high profile throughout the school day
- Attend and participate in regular meetings of the school's Senior Leadership Group
- Lead, manage and support school functions as appropriate
- Contribute to the development and implementation of the whole school development plan and action plans
- Participate in the school's arrangements for assemblies and other events
- Be responsible for overseeing and carrying out duties and supervision routines as required
- Undertake self-review and engage in regular performance management as required

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Headteacher.

This job description describes the way the postholder is expected and required to perform and complete particular duties. It does not form part of the contract of employment.