

**An All-through Co-operative School**

***“Making School Memorable by Striving for Excellence”***

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Head (Upper School)

**GRADE:** Leadership scale L12-16

**REPORTING TO:** Head or Deputy Head

This job description defines the role of Assistant Head (Upper School). The remit of this role may be changed at any time at the Head’s discretion.

**JOB PURPOSE:**

To recognise and build on existing good practice and to actively seek innovative approaches to raising standards for all students.

To contribute to school strategic and development planning and to lead whole school developments as part of the Senior Leadership Team.

To collaborate with senior colleagues in the development of new projects and initiatives which support the school’s improvement.

**KEY ACCOUNTABILITIES**

In addition to carrying out the professional duties of a teacher other than a Head, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Head for leading developments in a range of whole school areas, which may include the following:

**Curriculum Development**

Oversight, support and leadership development for specific curriculum leaders and the curriculum areas for which they are responsible, including

* Student progress and attainment
* Teaching and Learning
* Self-review and development planning
* Appraisal

**Student Development**

Support for specific Director(s) of Student Development and their team of tutors, including oversight of:

* Student progress and attainment
* Maintaining standards
* Major discipline issues, including exclusions
* Pastoral concerns and students’ welfare, including attendance
* Self-review and development planning
* Appraisal

**Leadership and Management Responsibilities**

* To contribute to the monitoring of standards of teaching and learning
* To contribute to the effective day to day operation of the school
* To lead school assemblies as required
* To communicate with governors, the Head, Associate Head, SLT, colleagues, parents and outside agencies as appropriate
* To participate in a range of meetings with colleagues and parents or carers
* To attend sub-committee and Governing Body meetings as necessary
* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with an Assistant Head role.
* To undertake health and safety duties commensurate with the post and/or as detailed in the School health and safety policy
* To provide the Head with appropriate, accurate and timely information to enable continuous evaluation of your performance
* To carry out a share of supervisory duties in accordance with published SLT rotas
* To participate in Appraisal arrangements
* To adhere to publish school policies and procedures
* To attend regular meetings with your SLT line manager.

**Other Responsibilities**

Other responsibilities appropriate to the role will also be added including being responsible for the schools’ timetable. Following appointment, negotiation of roles and responsibilities will be possible in order to take account of the successful candidate’s strengths and experience.

**Rotation of Roles**

Roles and responsibilities within the Senior Leadership Team are rotated at appropriate intervals to ensure a range of leadership experience and appropriate CPD.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**This job description should be read in conjunction with the School Teachers’ pay and conditions document.**

**Job descriptions are reviewed annually and may be amended following discussion with the postholder.**