**Job Description – Assistant Headteacher**

Post : Assistant Headteacher

Line Managed By : Designated Head of School

Line Manager of : Designated Staff

Salary : As per supporting letter

Terms : Full time and permanent

**Job Purpose**  
   
To ensure that within their work and the work of any they might line manage:

* There is a relentless focus and active promotion of all aspects of "safeguarding" including; Child Protection, Child Welfare and Health and Safety;
* The school, team and self, comply with all statutory, Portsmouth City Council or Governing Body requirements;
* All school policies and procedures are understood, followed and positively promoted;
* The school's ethos is understood, followed and positively promoted;
* There is a culture of flexible working, sharing skills and developing the individual.

Additionally:

* To oversee the running of designated subject areas;
* Lead and manage whole school initiatives linked to the school’s action plan;
* Undertake other roles and responsibilities in agreement with the Headteacher.

**Key Accountabilities**

* To actively promote the School’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place;
* To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery;
* To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work;
* The appointment is subject to the current conditions of service for Assistant Headteachers contained in the Schools Teachers’ Pay and Conditions Document;
* At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.

**General Duties**   
ALL Staff members should ensure that they:

* are clear about their areas of responsibility and how they will be held to account;
* have efficient and effective systems to under-pin their work;
* attend meetings as directed by the Headteacher or designate;
* work collaboratively with all other teams in the school;
* produce any reports, data returns or data captures for the Headteacher or designate as required using any templates provided;
* support the Team/Subject Leader or designate in reviewing their own work and that of the team to ensure the work of the team is continuously and sustainably improved;
* actively and positively participate in school wide systems such as appraisal, annual leave, absence management etc;
* exploit opportunities to undergo professional development through skill sharing, flexible working or training;
* are prepared to share skills, work flexibly and attend training as required;
* remain "student focussed";
* support any controls on procurement, stock control and waste;
* keep working areas secure and free from clutter;
* support the Team/Subject Leader or designate in ensuring working areas project a highly professional image;
* comply with the school's dress code;
* ensure that any information about individual students is kept confidentially and not discussed with third parties;
* have read, understood and contributed to the school's action plan, team action plan or other improvement tools;
* support whole school ethos by:

1. Undertaking duties before, during and after the school session within directed time;
2. Engaging with students positively;
3. Commenting on good standards of behaviour and dress;
4. Tackling poor standards of behaviour and dress;
5. Supporting the teaching staff delivering the Mayfield Teaching Model;
6. Having a good knowledge of the school's "vulnerable students" and strategies to support them.

**Specific Duties in addition to those outlined as a Classroom Teacher**

* Act as a Director of Learning for one or more Subject Areas;
* Undertake agreed roles and responsibilities in agreement with the Headteacher;
* Oversee the work of designated Subject Leaders and their teams including any support staff;
* Ensure that subject staff share planning and materials;
* Ensure that the subject rooms are safe and that the atmosphere around the area and it’s immediate environs is conducive to learning;
* Ensure that any displays will stimulate pupils’ interest and promote the school ethos;
* Chair meetings as necessary and in the absence of a Subject Leader chair subject meetings;
* Contribute to INSET opportunities;
* Ensure each subject area has clear subject policies, schemes of work and a handbook;
* Monitor the teaching profile within designated subject areas and provide support as necessary;
* Liaise with other teams to provided targeted support for individuals and groups;
* Organise and provide after school/weekend and holiday revision sessions as necessary;
* To keep up-to-date with national and local developments in teaching and be fully involved in planning for future developments;
* To work within the precepts of the National Curriculum;
* To oversee relevant cost centres and ensure that at all times the school secures “best value”;
* Undertake a teaching commitment to be agreed with the Headteacher.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.