

Job Description

Post title: Assistant Headteacher

Responsible to: Headteacher

Responsible for: Strategic areas as directed by the Headteacher

Salary Band: L1-5

Job purpose:

- To provide outstanding leadership for the school which secures its success and improvement, ensuring high quality education and excellent standards of learning and achievement for all learners.
- You will be required to carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document.
- This position will deputise for the Headteacher as and when required.
- You will be a committed and enthusiastic member of staff, developing positive working relationships with students, teaching staff, other professionals and parents/carers.

Duties and responsibilities:

Strategic planning and development of the school

- Work with the Headteacher to provide vision, leadership and a clear direction for the school.
- Lead by example to inspire and motivate pupils, staff, parents and governors in the vision, purpose and leadership of the school.
- Promote the school's ethos to develop effective teaching and learning whilst sustaining improvement in pupils' spiritual, moral, cultural, emotional, and physical development.
- Assist in the development and implementation of a strategic improvement plan, underpinned by sound financial management and a range of data that identifies priorities and targets to support school improvement.
- Assist the Headteacher in implementing national expectations for performance management as an effective tool to monitor and evaluate the school's educational provision.
- Support the leadership team in the production, implementation, monitoring, and evaluation of the school improvement plan to ensure that pupils make excellent progress and achieve high standards and increase teachers' effectiveness.

Teaching and learning

- As class teacher, maintain personal expertise and share this with other teachers, acting as a role model of outstanding practice.
- Model effective teaching strategies and monitor pupil standards and achievements.
- Assist in the creation and maintenance of an environment and code of behaviour which promotes and secures good teaching, effective learning and high standards of achievement and behaviour.
- Plan, monitor and evaluate curriculum provision to promote breadth, balance and creativity, ensuring equality of access by all pupils, promoting a sense of fun and enjoyment in learning.
- As a member of the Leadership Team, monitor and evaluate the quality of teaching, learning and progress to set challenging targets for improvement.

Leading and managing staff

- Lead subjects well and guide less experienced staff to become excellent subject leads.
- Advise and support teaching staff in raising standards of teaching and learning throughout the school to sustain and improve pupil achievement.

- Manage, monitor and review curriculum provision in order to stay abreast of new initiatives to secure the improvement of pupil achievement.
- Support the Headteacher in monitoring the quality of teaching and learning across the school, monitoring planning, curriculum coverage and learning outcomes.
- Lead evaluation strategies that contribute to overall successful school self-evaluation.

Accountability

- Provide curricular information and objective advice to enable the Local Governing Body to meet its responsibilities.
- Support the Headteacher in creating an organisation in which all staff recognise that they too are accountable for the continued success of the school.
- Ensure that parents and pupils are well-informed and that channels of communication are used and reviewed regularly to ensure their continued effectiveness.
- Assist in the presentation of a coherent and accurate account of the school's performance in a format appropriate to range of audiences, including parents, governors, the local authority, the local community, OFSTED and others for them to play their part in the improvement agenda.

General

- Carry out any other duties commensurate with the role that the Headteacher may direct from time to time
- Participate in the Performance Management system for the appraisal of own performance
- Attend relevant meetings and contribute to curriculum development, school policies and procedures.
- Ensure good communication across school.
- Be committed to the school's aims and values.
- Keep up to date with own CPD.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards.

Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding:

The Trust has a Child Safeguarding Policy and Procedure in place and is committed to safeguarding and promoting the welfare of all its students. The welfare of every student is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, and record any potential safeguarding incidents appropriately.

This job description may be reviewed at the end of the academic year (or earlier if necessary) and can be amended after consultation with post holder.