

<b>Job Title</b>	<i>Assistant Headteacher</i>
<b>Responsible to</b>	<i>Head of School</i>
<b>Responsible for</b>	<i>TBD</i>
<b>Key Internal Contacts</b>	<i>Other staff within the Education team</i> <i>Staff in other departments within the Service</i> <i>Staff in other Services in the Region</i> <i>Central Office Staff</i>
<b>Key External Contacts</b>	<i>Service User relatives, advocates and others</i> <i>Placing Authorities and Service Providers</i> <i>Regulatory Authorities, Local services – statutory, voluntary and community,</i> <i>Neighbours, External Service providers</i>

## **JOB PURPOSE**

The Assistant Headteacher will support the headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 70%, complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Headteacher

## **KEY TASK AREAS & RESPONSIBILITIES**

### **Qualities**

The assistant headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils

## **DUTIES AND RESPONSIBILITIES**

### **School Culture and Behaviour**

- Under the direction of the headteacher, the assistant headteacher will:
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

### **Teaching, Curriculum and Assessment**

- Under the direction of the headteacher, the assistant headteacher will:
- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

### **Additional and Special Educational Needs and Disabilities**

- Under the direction of the headteacher, the assistant headteacher will:
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

### **Organisational Management and School Improvement**

- Under the direction of the headteacher the assistant headteacher will:
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources



- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff Management and Professional Development**

- Under the direction of the headteacher, the assistant headteacher will:
- Performance manage middle leaders and teachers, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, Accountability and Working in Partnership**

- Under the direction of the headteacher, the assistant headteacher will:
- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

### **Other Areas of Responsibility**

#### **Assessment**

The assistant headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.



**PERSON SPECIFICATION**

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Leadership and management experience in a school	✓	
Teaching experience	✓	
Involvement in school self-evaluation and development planning	✓	
Line management experience	✓	
Demonstrable experience of successful line management and staff development	✓	
<b>Skills</b>		
Understanding of high-quality teaching, and the ability to model this for others and support others to improve	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate a vision and inspire others	✓	
Ability to build effective working relationships	✓	
Good IT skills	✓	
<b>Qualifications &amp; Training</b>		
Qualified teacher status	✓	
Degree	✓	
NPQSL	✓	
<b>Other</b>		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
Ability to work under pressure and prioritise effectively	✓	
Commitment to maintaining confidentiality at all times	✓	
Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.	✓	