

Job details

Job title: Assistant Head Teacher

Contract type: Full time permanent

Start Date: After Easter Holidays

Reporting to: Head Teacher

Qualities and Knowledge

- Contribute to SLT discussions, including those that go beyond the immediate concerns of the school.
- To lead and undertake any job at the reasonable request of the Headteacher.
- To be a strategic lead in one of the key areas within the school, and support in other areas
- To be an operational lead over one of the key stages
- To keep abreast of developments in education
- To be a designated safeguarding officer and work closely with the school's DSL and safeguarding team
- Contribute to setting a strategic vision for the school and lead others in its implementation.
- Challenge any low expectations from staff, students or parents.
- Act as a role model for others by consistently delivering good and outstanding lessons.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Hold and articulate a clear vision that all students are entitled to be the best they can be.
- To support teaching and learning so that our students experience the best education offer possible
- To work as a team to ensure that there are high standards of behaviour expectations
- To uphold the reputation of Reddish Hall School and develop positive working relationships with parents and other professionals
- To be a champion of trauma informed practice and the PACE approach

Main purpose

Students & Staff

Under the discretion of the Headteacher and Deputy Headteacher:

- Under the direction of the Headteacher lead strategically on a key area of School improvement.
- Maintain a visible profile around the school, including learning walks, a small teaching commitment, undertaking observations and delivering staff training
- Contribute to the preparation and review of the whole school SEF.
- Line manage relevant staff
- Work with SLT, middle leaders, the senior psychotherapist to continue to uphold excellence with the school's approach in all areas
- Work with SLT, middle leaders and the senior psychotherapist to continue to develop the progress children make in self-regulation
- Be responsible to the Headteacher for reporting on a key strategic area, contributing to the termly head teacher's report, the SEF and SIP.
- To help raise pupil outcomes across the school ensuring all key groups of students achieve targets.
- Contribute to whole school INSET
- Be responsible for overseeing communication between school and home in delegated areas

Systems & Processes

Under the discretion of the Headteacher:

- To strategically lead and create an innovative and successful approach to supporting children who have SEMH difficulties
- To support outstanding safeguarding practice
- Work with staff to ensure written communication is effective and concise
- To contribute to the termly head teacher's report, SEF and SIP
- Ensure reports are generated on time and to the highest possible standards.
- Work with the data manager to ensure accurate and robust data is available which clearly identifies any underperforming groups in the relevant strategic and operational areas
- Manage the finances, stock and resources delegated and justify expenditure of the budget as required.
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Support distribution of leadership throughout the school
- To be the key lead on the SLT in the delegated area
- To oversee form tutors and class teachers in the delegated key stage

Managing staff

Under the direction of the Head Teacher.

- Assist with the selection and recruitment of new teaching staff
- Coach and mentor teachers and TA's, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school• Teaching experience, primary is desirable• Involvement in school self-evaluation and development planning• Line management experience• Experience of contributing to staff development

	<ul style="list-style-type: none"> • Understanding of best practice around behaviour and attitudes including attendance and safeguarding
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • 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