



Job Description: **Assistant Headteacher**

Reports to: Deputy Headteacher and Headteacher

Status of Post: This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team (SLT). This post carries a teaching commitment as well as SLT responsibilities.

Purpose of the Job

The post holder will:

- Support the Headteacher and Deputy Headteacher with the leadership and management of the school in order to promote effective education and care and contribute to the learning, personal development and well-being of all students.
- Be an integral member of the Senior Leadership Team (SLT) discharging individual responsibilities to a high standard as well as supporting the work of the team at all times.
- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulation.

Key Result Areas

The post holder will:

- Support the management of systems, routines and processes to work effectively in line with legal requirements.
- Support the Deputy Headteacher in the management, organisation and administration of the school, with a particular focus on student progress and exams.
- Support the Deputy Headteacher in the management, organisation and administration of teacher professional development, with a particular focus on early career teachers and instructors.
- Work with the Headteacher and SLT to lead and manage strategic areas of school development.
- Be proactive in establishing communications which foster good relations with all stakeholders, external agencies, individuals and organisations and which, through consultation, seek their positive support and active involvement in the school.
- Provide information and advice to the Headteacher and Assistant Director in accordance with Governance arrangements and support proper accountability processes throughout the school.

General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people.
- Work in accordance with professional practice, statutory and legal requirements and the policies of the School.
- Line manage middle leadership staff and act as a Team Leader for Performance Management.
- Reflect on their personal contribution to school achievements and take account of feedback from others.
- Take on specific tasks related to the day to day administration and organisation of the school.
- Take whole school responsibility for specific areas of work which will be reviewed annually.
- Take on any additional responsibilities which might from time to time be determined.

Duties and Accountabilities

Strategic Direction, Leadership and Management

The post holder will:

- Work with the Headteacher and SLT to ensure the vision for the school is clearly articulated, shared and acted upon by all.
- Work with others to translate this vision into agreed objectives and operational plans which support and sustain improvement and growth.
- Support the implementation of an integrated school improvement plan and take sole responsibility for appropriately delegated aspects of it.
- Support staff and stakeholders in achieving the priorities and targets the school sets for itself.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes.

Leading and Managing Staff

The post holder will:

- Support SLT in developing positive working relationships with and between all staff and provide and sustain motivation.
- Plan, delegate and evaluate work carried out by teams and individuals to ensure a consistent approach across the curriculum.
- Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Have an active commitment to CPD and lead by example in this area.
- Manage his or her own workload and that of others to enable an appropriate work/life balance to be achieved.

Leading learning and teaching

The post holder will support the Deputy Headteachers:

- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and monitor the stretching targets set for the whole school community.
- technologies to enhance and extend the learning experiences of pupils.
- Assist the SLT in monitoring, evaluating and reviewing the quality of learning and teaching across the curriculum.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up is put in place and has an impact on improvement.

Leading assessment & pupil progress

The post holder will:

- Take a whole school lead role in establishing and maintaining an effective assessment and target setting framework.
- Develop, monitor and evaluate school policy and practice in the areas of assessment, recording, reporting, target setting and use of data.
- Develop and implement systems for recording and tracking the progress of individuals and groups from entry to exit.
- Collect, collate, interpret and present specialist assessment data and co-ordinate the annual target setting process.
- Ensure individual needs are being met through effective planning and assessment.

Other Duties and Responsibilities

- Oversight of the examination officer to ensure the processes are smooth
- Co-ordinate the management of serious and/or notifiable incidents
- Liaise with outside agencies as appropriate
- Complete, countersign and monitor necessary documentation
- Support the external inspection process and be available to regulatory bodies as requested and/or required

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

Person Specification:	Assistant	Headteacher	Essential	Desirable	Method of Assessment A = Application form B = Interview C = Test / exercise
Education & Training					
Degree in an appropriate subject	✓			A	
Qualified Teacher Status or equivalent	✓			A	
Higher degree qualification, postgraduate course, recognised special education qualification		✓		A	
Professional development relevant to the post	✓			A, B	
Completion of NPQSL or willingness to do so		✓		A, B	
Willingness to extend personal and professional development	✓			B	
Experience					
Leadership and management experience gained in middle management post	✓			A	
Demonstrated ability to engage positively and effectively with young people presenting complex learning needs	✓			A, B	
Experience of School Improvement processes and practice	✓			A, B	
Experience of recruiting, managing and inducting staff	✓			A, B	
Experience of multi-disciplinary and multi-agency working	✓			A, B	
Experience of leading a curriculum / specialist area	✓			A, B	
Experience of working with complex young people with additional and autism	✓			A, B	
Knowledge & Understanding					
Understanding of safeguarding requirements	✓			A, B	
Knowledge of Education Acts and other legislation relevant to special education	✓			A, B	
Understanding of OfSTED requirements	✓			A, B	
Sound working knowledge of the SEN Code of Practice	✓			A, B	
Understanding of the statutory curriculum and other educational initiatives and requirements	✓			A, B	
Membership of a professional association		✓		A, B	

Skills			
Ability to lead and provide a clear vision	✓		A, B
Ability to plan, monitor and evaluate policy and programmes and make judgements about their impact	✓		A, B
Ability to apply and practice quality assurance and control mechanisms	✓		A, B
Ability to identify and promote pupils' academic, personal and social progress, and maximise ways of evidencing them	✓		A, B
Ability to motivate and develop people and the confidence to exercise delegated authority in a lead role	✓		A, B
Effective organisational skills including: <ul style="list-style-type: none"> the ability to construct and present clear, accurate and succinct reports good time management management of meetings 	✓ ✓ ✓		A, B A, B A, B
Ability to think strategically and analytically including the collation and application of data to inform planning and development	✓		A, B
Effective communication and interpersonal skills including sensitivity and awareness of others' needs	✓		A, B
Team working skills	✓		A, B
Competent in the use of ICT	✓		A, B, C
Ability to manage people and resources to good effect	✓		A, B
Ability to plan, organise and lead training & development activity		✓	A, B
Ability to manage financial and budgetary processes effectively		✓	A, B
Attitudes and Attributes			
Highly motivated and demonstrated commitment and enthusiasm	✓		A, B
Ability to enthuse and motivate others	✓		A, B
A positive and energetic approach to work	✓		A, B
Flexible, approachable and resilient under pressure	✓		A, B
Commitment to working with other agencies to support young people's education and care	✓		A, B
A desire to enable each young person to achieve their personal best and resolute in challenging barriers to their success	✓		A, B
Commitment to the development of all staff	✓		A, B
Commitment to equality of opportunity and a clear strategic vision for inclusion	✓		A, B, C