



Assistant Headteacher

Job Description

Job title: Assistant Headteacher:

Salary: L1

Contract type: Full time

Reporting to: Headteacher

Responsible for: Educational Teaching Assistants, Teaching and Learning with a subject responsibilities; Assessment; DDSL; Student/ECT mentor

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will:

- **Communicate the school's vision compellingly and support the Head teacher's strategic leadership**
- **To fully support and promote the school vision**
- **Be an active member of the leadership team**
- **Be an outstanding teacher as a role model of junior staff**
- **Lead on SEND**
- **Lead on whole school curriculum development, with a core subject focus**
- **Be the Deputy Designated Safeguarding Lead**
- **To have a significant and direct impact on the quality of teaching and learning and progress of all pupils**
- **Manage staff and resources to this end**
- **Monitor progress towards the achievement of the school's aims and objectives**
- **To lead the school in the absence of the Headteacher**

The Assistant Headteacher will also have a timetabled teaching commitment of 80%, 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 and deputise, in the short term absence of the Headteacher, when they are not in the building.

Duties and responsibilities

Strategic leadership

1. To contribute to the development and implementation of school policies in order to secure high achievement and effective teaching and learning.
2. Assist the Headteacher in translating the school vision into agreed objectives and operational plans, which will promote and sustain school improvement.
3. To take a role in the collaborative school improvement planning process and take a lead on delivering identified priorities.
4. To take a leading role in the collection and analysis of specific qualitative and quantitative data in order to inform whole school evaluation (SES Document) and strategic planning (School Improvement Plan - SIP).
5. To take part in the monitoring and evaluation of teaching and learning.
6. To be accountable to the Headteacher, Governors and parents, for progress and improvement within the school and team.
7. To lead on the leadership, management and reporting of Safeguarding in the school and be the Deputy Designated Safeguarding Lead (DDSL).

Roles and Responsibilities:

1. To lead the whole school in the absence of the Headteacher
2. To support the Senior Leadership Team in developing positive working relationships with and between all staff.
3. To assist in the appointment of staff as requested by the Headteacher.
4. To lead and assist with the development and evaluation of teaching and learning.
5. To work with parents and carers in recognition of the equal partnership between home and school within a child's education.

6. Performance manage educational support staff, including carrying out appraisals, providing professional development opportunities, and holding all staff to account to their performance
7. To take a lead role in reporting to the Governing body within the areas of responsibility.

Leading Teaching and Curriculum Excellence:

1. Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching and learning, offering guidance and support to colleagues
2. To have regard for and actively promote the school's teaching and learning policy.
3. To have an excellent knowledge and understanding of the key teaching and learning aspects across the school.
4. To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels.
5. To coach, support and advise other colleagues in relation to safeguarding.
6. To support the teams in order to develop teaching sequences which identifying learning outcomes and in which Teaching Assistants are fully engaged.
7. To utilise knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school.
8. To keep colleagues informed of new developments by leading team training and recommending CPD to the Headteacher.
9. To be aware of any CPD opportunities in order to develop professional expertise of the team.
10. To ensure that data is used effectively to further improve the quality of teaching and learning.
11. To ensure that data is used effectively in order to access adequate support for all children.

Leading with Impact

1. Assist the Headteacher to build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
2. Work with middle leaders by sharing best practice and leading by example
3. Work with the Headteacher to develop and maintain a culture of high expectations for self and for others, by supporting staff to improve and valuing excellent practice, whilst taking appropriate actions when performance is unsatisfactory
4. To manage own workload and that of others to allow an appropriate work/life balance

This job description may be amended at any time in consultation with the postholder. The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

Headteacher signature: _____

Date: _____

Postholder's signature: _____

Date: _____

