

Post title: Assistant Headteacher
School: The Hendreds C of E School
Pay range: L1- L5
Line manager: Headteacher and Governing Body



Main purpose of the job

The Assistant Headteacher will:

- Undertake the normal responsibilities of a class teacher
- Be a member of the Senior Leadership Team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Development Plan and the aims and objectives of the school by:
 - Establishing the policies, procedures and actions through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement

General Duties and Responsibilities

Qualities and Knowledge

- Support the Headteacher and Governors in establishing an ambitious vision and ethos for the future of the school
- Develop and sustain a broad knowledge and understanding of current educational issues and support the Headteacher in translating local and national policy into the context of The Hendreds
- Lead by example in all professional areas - with integrity, creativity, resilience, and clarity - drawing on personal expertise and skills, and that of those around them, to motivate and inspire others
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, Governors and members of the local community

Pupils and Staff

- In partnership with the Headteacher:
 - demand ambitious standards for all pupils, overcoming disadvantage and advancing equality
 - instil a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Assist with the selection and recruitment of new staff
- Work to establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools and support the Headteacher in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Participate in robust evaluation of school performance including:
 - supporting the Headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning ,
 - interrogating assessment and progress data to secure improvements
- Support the Headteacher in performance management of staff and hold all staff to account for their professional conduct and practice
- Support distribution of leadership throughout the school

Systems and Process

- Be a proactive and effective member of the Senior Leadership Team and ensure the effective dissemination of information and maintenance of agreed systems for internal communication
- Contribute to regular reviews of school policies and systems to ensure statutory requirements are being met
- Take the lead in providing a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society
- Assist the Headteacher in maintaining rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice
- Develop financial awareness and skills in order to ensure the effective deployment of Pupil Premium and Sports funding in the best interests of pupils' achievements and the school's sustainability
- Contribute to the reporting of the school's performance to all major stakeholders
- Contribute to the day to day effective organisation and running of the school

Self Improving School Systems

- Challenge educational practice in the best interests of achieving better outcomes for pupils
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning
- Develop effective and positive relationships with fellow professionals and colleagues in other schools and public services to improve academic and social outcomes for all pupils
- Contribute towards an outward-facing school – working in partnership with other schools and organisations to identify and champion best practice and secure excellent achievements for all pupils

Areas of Specific Responsibility (for negotiation with the successful applicant)

- To lead on improving Teaching and Learning across school, supporting the Headteacher in improving achievement and progress for all children
- To lead on the development and review of agreed aspects of the curriculum including, planning, recording, reporting, assessment for learning **or** lead on the development of an appropriate creative, broad and balanced curriculum for all pupils, whilst ensuring all learning is underpinned by high expectations
- To fulfil the role of a designated lead for safeguarding children
- To lead in developing global and outdoor learning opportunities within school

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** _____

Signature of Headteacher _____ **Date** _____