

## **Stopsley High School**

### **Job Description**

**Post: Assistant Headteacher**

**Salary: Competitive (Leadership Scale)**

**Safeguarding Children:** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

A teacher at Stopsley High School is responsible for carrying out the duties of a teacher as set out in the DfE Teachers Standards Document and as outlined in the DfE School Teachers' Pay and Conditions 2025 Document.

The Assistant Headteacher, will be responsible for:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing and training staff alongside utilising resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- To ensure high and consistent standards of work and behaviour from students within and beyond the school community
- To secure the most effective standards of teaching, learning and assessment through exceptional support for colleagues
- As part of the teaching staff, deliver highly effective lessons across the age range

#### **Qualities**

- 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 students.

#### **School culture**

- Create a culture where students experience a positive and enriching school life
- Lead on the refinement and implementation of the school's whole school policies
- Act as Deputy Designated Safeguarding Lead and ensure that any concerns are acted upon promptly
- Monitoring data using Arbor and identifying any patterns/areas of strength and concern across the school to inform improvement planning
- Uphold educational standards to prepare students from all backgrounds for the next phase of their education and life
- Role-model professional characteristics and work with different stakeholders with responsibility for the implementation of whole school policies
- Promote and celebrate high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.

### **Organisational management and school improvement**

- Establish and sustain the school's ethos and strategic direction together with Middlesex Learning Trust and the Local Governing Body and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources, linked to support and intervention work, appropriately, efficiently and effectively
- 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
- Establish systems for quality assurance to inform the school SEF.

### **Professional development**

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education, and disseminate through appropriate training
- Seek training and continuing professional development to meet own needs

### **Governance, accountability and working in partnership**

- Understand and welcome the role of effective governance, including accepting responsibility and reporting on aspects of individual and team responsibilities
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students including those with SEND, disadvantaged, in care or previously in care, young carers and those with EAL
- Oversee the appraisal process for staff line management including teaching/support staff.

### **Specific areas of responsibility**

- Please note that parts of this job description are illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list.
- The post holder will be required to undertake specific responsibilities, appropriate to the level of the role, the details of which will be agreed after appointment.