

Job Description – Assistant Headteacher

Job details

Salary: L5- L7

Hours: 32.5 hours

Contract type: Full Time

Reporting to: Head of School

Responsible for: Delivering high quality teaching and learning and driving whole school improvement strategies in partnership with school and Trust leaders.

Main purpose

The assistant headteacher will actively promote and embody the Trust values of **Belonging, Believing and Becoming**, ensuring that pupils, staff and families experience a culture of inclusion, high aspiration and continual growth by:

- Communicating the school's vision and supporting the school's strategic development plans
- Supporting in the day-to-day management of the school
- Helping to formulate the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment, ensuring that they model outstanding practice and directly impact on strong pupil progress and achievement.

They may also be required to undertake any of the duties delegated by the Head of School, as well as become an active participant in the Trust's Senior Leadership network; helping to establish and successfully achieve joint Trust improvement priorities.

Duties and responsibilities

School culture and behaviour

Under the direction of the Head of School, the assistant headteacher will:

- Create a culture where pupils experience a positive and enriching school life and feel a strong sense of belonging within the school community
- Uphold the highest educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
- Foster an inclusive environment where every pupil and member of staff feels valued, respected and safe

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across subjects and phases, underpinned by a belief in the potential of every pupil to succeed
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to ensure the strongest possible outcomes are achieved

Inclusion

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND, believing in their capacity to progress and flourish
- Support staff to develop inclusive practice so all pupils are able to grow academically, socially and emotionally
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Organisational management and school improvement

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- 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 school improvement strategies are effectively implemented

Staff management and professional development

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to high-quality professional development opportunities that support them to grow, develop expertise and become confident, reflective practitioners
- Create a culture where professional learning is valued, collaboration is encouraged and career progression is actively supported
- Keep up to date with developments in education

Governance, accountability and working in partnership

- Work with the governing board as appropriate
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools across the Trust, contributing to shared learning, consistency and collective improvement
- Uphold and promote the Trust's values in all partnerships and professional relationships

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<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"> • Leadership and management experience in a school • Teaching experience, preferably with cross key stage experience. • Involvement in school self-evaluation and development planning • Line management experience • Demonstrable experience of successful line management and staff development with clear evidence of improved outcomes/impact
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances • 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 • A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct • Ability to work under pressure and prioritise effectively • Ability to build positive and respectful relationships across the school community • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.