

## **Assistant Headteacher**

**Responsible to:** Headteacher or Deputy Headteacher

**Responsible for and Line Management:** to be confirmed on appointment

### **Core Purpose**

The Assistant Headteacher is a key member of the Senior Leadership Team, contributing strategically and operationally to the school's ongoing success. They lead with integrity, inspire others, and hold high expectations for students and staff. The postholder will drive improvement in identified strategic areas while modelling the values, professionalism, and moral purpose at the heart of Denefield.

### **Specific Responsibilities**

- To be confirmed on appointment

### **Strategic Leadership**

- Work with the Headteacher, Senior Leadership Team and Trustees to create a shared vision which expresses core educational values and is inclusive of all stakeholders.
- Champion at all times the needs of disadvantaged students, SEND learners, those who are or were looked after, and those with a social worker.
- Use data, research and evidence-informed approaches to shape strategy and drive improvement.
- Work with the Headteacher to establish effective relationships and communication with all stakeholders in order to build a positive learning atmosphere throughout the school.
- Monitor and evaluate aspects of the work of the school including key curriculum areas.

### **Teaching**

- Model consistently excellent teaching and support others to improve classroom practice.
- Promote high standards of pedagogy and ensure teaching meets the needs of all groups, including disadvantaged students, SEND learners, those who are or were looked after, and those with a social worker.
- Assess, record and report upon the attendance, progress and achievement of students.
- Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area.
- Attend faculty meetings and contribute to the subject area's Development Plan and its implementation.

### **Operational expectations of the Senior Leadership Team**

- Contribute to and consistently implement school policies, ethos and procedures.
- Share responsibility for school operations including managing student conduct and behaviour.
- Lead and support staff through clear communication, coaching, and effective appraisal.
- Contribute to recruitment, induction, workload management, and staff well-being initiatives.
- Ensure high quality teaching and learning in line managed faculties.
- Contribute to the sound financial management of the school.
- Lead assemblies, undertake duties, and attend Senior Leadership Team and Trustee meetings.
- Contribute to the school's self-evaluation and self-improvement process.
- Ensure that safeguarding policies and practice are robust, compliant and consistent.
- Build strong relationships with all stakeholders in order to support student success.

- Represent the school professionally at key events, meetings, and community functions.

### **Core Values and Duties**

- Be highly visible, supportive and approachable, modelling optimistic personal behaviour, positive relationships and attitudes towards others.
- Demonstrate clear values and moral purpose.
- Show an excellent record of attendance and punctuality.
- Promote equal opportunities and celebrate diversity in all areas of the school.
- Comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- Adhere to the school's code of conduct and dress code.
- Undertake any other duty as specified by the School Teachers' Pay and Conditions Body (STPCB) not mentioned above.

### **General**

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the 2002 Education Act and the required standards for Qualified Teacher Status.

Denefield School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post. This job description may be subject to amendment in order to meet the changing needs of the school, following appropriate consultation.