

Assistant Headteacher Job Description

Post Title: Assistant Headteacher

Salary: L12 - L19

Reporting to: Deputy Head Teacher

At this stage we are not seeking to be prescriptive about the precise remit the successful candidate for this role will adopt. For example, it could be pastoral or focused on teaching, learning and assessment or CPD. We also invite applications from candidates with any teaching specialty. We are keen to open up this role to a wide field of candidates and, as a growing new academy, have the flexibility to accommodate individuals with a range of skills and experience.

The precise job description will be confirmed on offering the role to the successful candidate, however, this role is likely to include the following Leadership and General responsibilities:

Specific Leadership Responsibilities:

The list of tasks below is illustrative of the general nature and level of responsibility of this Senior Leadership post which is likely to change over time following consultation with the Head Teacher, in response to the needs of the school and the experience and skills of the team as a whole. The post reports to one of our Deputy Head Teachers.

- To be an advocate for our vision of being a school where everyone will succeed and flourish through improved academic outcomes.
- To maintain and develop the School's positive behaviour systems to ensure teachers have the freedom to teach, and pupils have the right environment for learning.
- To support the Deputy Heads in responding to serious breaches of the School's Behaviour Policy.
- To manage pupil welfare and attendance.
- To be involved with the planning of the induction and transition programmes for all pupils across key stages.
- To be an outstanding role model for pupils, staff and parents/ carers at all times, showing positive optimism, empathy and exemplary professionalism.
- To build relationships outside school with other professionals, parents/carers and the Kingston University/College partners.
- To keep abreast of developments nationally and internationally that will impact on the flourishing of pupils, and to embrace research informed practices.

General Leadership Responsibilities:

- To play a role, under the overall direction of the Head Teacher, in:
- Formulating the aims and objectives of the school.

- Establishing the strategy and policies through which they are to be achieved.
- Managing staff and resources.
- Supporting the School's responsibility to provide opportunities for personal and professional growth of all staff.
- Creating a school environment with an outstanding care and guidance of, and for, each other.
- Ensuring that there is outstanding achievement, behaviour, leadership and teaching and learning across the school.
- Monitoring the progress of strategy and policies in accordance with the policies of the School and the School Improvement Plan determined by the Governing Body.
- Undertaking any professional duties reasonably delegated by the Head Teacher.
- To undertake an appropriate programme of teaching as determined by the Head Teacher.
- To contribute to supervision arrangements at break and lunchtime.

General Duties

- To support The Kingston Academy's ethos by ensuring the values and principles of the school are at the heart of learning and relationships.
- To maintain the highest possible personal, presentational and professional standards as an example to colleagues and pupils.
- To assist in the setting of The Kingston Academy's targets and the implementation of The Kingston Academy Development Plans.
- To promote good relationships and communications between all members of The Kingston Academy and the wider community and to attend relevant school and community meetings (including parents' evenings and promotion /information events).
- To participate in meetings at the school which relate to the school curriculum, administration and the organisation of the school (including pastoral arrangements).
- To support and share in the delivery of year group and house assemblies.
- To ensure the highest possible academic outcomes for all pupils taught and to contribute fully to the development of an enriching, relevant and innovative curriculum delivered in the extended school day and week.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individuals are not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Assistant Headteacher - Person Specification

Assistant Head - Person Specification E = Essential D = Desirable	E	D
Qualifications		
5A*-B grades at GCSE including at least C grade in English and Mathematics	√	
Qualified teacher status (QTS)	√	
Honours degree or equivalent	√	
An Upper Second or 1st Class Degree		√
A Middle Leadership Qualification (e.g. NCSL – MLDP)		√
Masters degree or equivalent		√
Professional Development		
Evidence of sustained participation in INSET, especially School leadership/management programme or similar		√
Participation in work with other schools/agencies		√
Knowledge of current educational policy and developments in the secondary sector	√	
Strong appreciation of character education as an integral part of student learning and development	√	
A thorough understanding of OfSTED inspection framework	√	
An understanding of initial and continuing teacher education and school improvement	√	
An understanding of what constitutes quality in educational provision and the characteristics of effective schools	√	
An informed appreciation of and commitment to evidence-based research as a basis for informing learning and teaching policy and practice		√
Personal Qualities and Relationships		
A strong commitment to the vision and ethos of The Kingston Academy	√	
To have personal impact and presence	√	

To be able to establish and develop good relationships with all involved in the school	√	
To have experience of dealing effectively with students, staff and parents	√	
To have a positive and energetic approach to work	√	
To be flexible and approachable	√	
To be able to think strategically and work in collaboration with others	√	
To be able to handle situations immediately as they arise whilst maintaining personal warmth and resilience	√	
Interpersonal and Communication Skills		
Have the ability to communicate effectively in writing and orally	√	
To be competent in the use of ICT	√	
The ability to work flexibly as a member of a team and to take on initiatives	√	
To have the ability to deal sensitively with people and resolve conflicts	√	
Leadership/Management Experience		
To have recent experience as Middle or Senior Leader in a Secondary school	√	
To have the ability to lead, provide clear vision and command respect	√	
To be an incisive and clear strategic thinker	√	
To have the ability to motivate pupils and staff to achieve challenging targets	√	
To have the ability to delegate responsibility, set high standards and provide a focus for improvement	√	
To have the ability to manage change in a school and monitor and evaluate its impact		√
To have experience of playing a leading role in implementing aspects of a Subject or School Improvement Plan		√
To have experience of conducting Performance Development		√
To have experience in the use of data (academic and pastoral) to achieve whole school improvements in student outcomes		√
To have experience working with other schools/agencies		√
Teaching and Learning		
To be an outstanding classroom practitioner	√	

To have a practical understanding of effective teaching and learning strategies	√	
To have an understanding of actions to be taken to promote equality, racial harmony and prepare pupils to live in a culturally diverse society	√	
To have evidence of successful leadership of people/teams		√
To have experience of monitoring and evaluating the quality of teaching and learning		√
Resource Management		
To have experience of managing and/or co-ordinating staff	√	
To have experience of monitoring and developing school administrative systems		√
School Improvement		
To understand the characteristics of an outstanding school		√
To have an awareness of strategies to raise pupil achievement, manage behaviour, prevent racism, radicalisation and bullying	√	
Experience of delivering operational planning in order to achieve strategic objectives		√
To have evidence of involvement in whole school improvement work	√	
Other		
To demonstrate best practice in providing a safe and secure learning environment	√	
Experience of working directly with parents to support pupil learning and achievement and dealing effectively with poor behaviour	√	
To understand the role and importance of 'pupil voice' in schools	√	
Awareness of the role of Governors	√	
Have experience of working with Governors		√
To have a commitment to equality and diversity	√	