

Job Description: Assistant Headteacher

Job Purpose

Work with the Headteacher as a member of the Senior Leadership Team to ensure all students maximise their potential through attainment of the required levels of academic progress and outcomes. Ensuring strong leadership via the line management of staff, and by leading on a specific care of whole school strategy.

Base: Consett Academy

Responsible to: Headteacher and CEO

Key area of responsibility: Teaching & Learning

Main Responsibilities

Strategy and improvement

Provide leadership and direction to students, staff, parents/carers, governors/trustees and the wider community, promoting excellent, equality and high aspirations.

Continuously monitor, evaluate and develop the quality of teaching & learning provision and its ability to engage and inspire to ensure the highest outcomes can be achieved.

Work with the Headteacher to translate the Trust vision and ethos into agreed objectives and operational plans for the school, which will promote and sustain school improvement.

Teaching and curriculum excellence

Lead by example in displaying those qualities expected of outstanding leaders/teachers with regard to subject knowledge, teaching skills, assessment, behaviour management and tutoring.

Demonstrate and articulate high expectations, aspirations and standards and set stretching targets for the whole school community.

Support the school's ethos, which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.

Ensure a consistent and continuous school-wide focus on students' achievement and attainment, using data and benchmarks to monitor progress in every child's learning.

Monitor, evaluate and review the quality of teaching and learning and ensure that there is a process of continuous improvement.

Keep up to date with national and local educational strategies and developments, communicating them to staff and governors and implementing them as appropriate.

Leading with impact

Consistently demonstrate the positive attitudes, values and behaviour which are expected within the school community based on mutual respect between students and staff.

Be keenly aware of the responsibility for safeguarding children and alert pastoral and other staff to problems arising with individual students.

Line manage staff as required, ensuring individual staff accountabilities are clearly defined, understood and agreed. Implement successful performance management processes and continuing professional development programmes for all staff.

Recruit and induct new staff as required. Deploy the staff team appropriately and support them in managing their workload effectively.

Managing resources and risks

Contribute to the effective management of the school's financial resources.

Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

Ensure that all safeguarding procedures are followed in all school practices.

Working in partnership

Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.

Ensure learning experiences for students are linked into and integrated with the wider community.

Represent the school in meetings and in liaison with parents, members of the community, the Trust, LA and a wide range of other organisations and agencies.

Increasing capability

Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Operate at all times within the statutory framework for professional duties of teachers, and the policies and procedures of the Trust.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job

Person Specification: Assistant Headteacher

| Criteria | Essential | Desirable | Method of Assessment |
|---------------------------------|--|---|---|
| Qualifications and training | <p>Degree (or equivalent) in subject specialism</p> <p>Qualified Teacher Status</p> <p>Recent professional development</p> | <p>Recent leadership/management professional development</p> <p>Relevant qualification (e.g. NPSL) or working towards</p> | Application form |
| Experience | <p>Successful leadership experience in a secondary school e.g. management of high-achieving department</p> <p>Demonstrable track record in one or more of the following, with evidence of positive impact on whole school performance:- progress & achievement, curriculum planning, inclusion & SEND, teaching & learning</p> <p>Involvement in school development</p> | <p>Experience of leadership/ teaching at more than one school</p> | Application form, References |
| Professional Skills & Knowledge | <p>Evidence of effective monitoring, evaluating and reviewing performance, through a robust performance management approach</p> <p>Role-model classroom practitioner with a track record of delivering outstanding teaching and positive impact on student progress</p> <p>Proficiency with data analysis and ability to use data to set targets, identify weakness and demonstrate impact</p> <p>Strong behaviour management skills</p> | <p>Knowledge of school finances and budget management</p> <p>Experience of securing additional funding sources</p> <p>High level ICT skills</p> <p>Awareness of current national educational policy and OFSTED developments</p> | Application form, Interview/ Assessment, References |

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| | <p>Ability to respond to feedback, reflect on and develop own professional practice</p> <p>Excellent communicator with strong interpersonal skills (written, verbal, influencing & negotiation skills)</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p> <p>Maintains appropriate professional boundaries with students and parents</p> | | |
| Personal attributes | <p>A positive role model of professional practice and conduct to others</p> <p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of a team</p> <p>Punctual and reliable</p> <p>Personal resilience including ability to work effectively under pressure and responding positively to change</p> <p>Suitability to work with children</p> <p>Ability to drive between Trust sites or access to mobility support</p> | | <p>Application form, Interview/ Assessment, References</p> |