

TORQUAY GIRLS' GRAMMAR SCHOOL



Name:	-
Job Description:	- Assistant Headteacher
Salary Range:	- L10-14
Responsible to:	- Deputy Headteacher
Job Purpose:	- To support the Headteacher and other members of the Senior Leadership Team in planning, leading and developing the academic and pastoral elements of Torquay Girls' Grammar School. All members of the Senior Leadership Team have a collective responsibility for teaching and learning and maintaining high standards of pupil behaviour and wellbeing.

OVERALL RESPONSIBILITIES

All Assistant Headteachers will:

- Attend school meetings as appropriate
- Collaborate as a member of the Senior Leadership Team to implement the shared vision for the school
- Play a major role in determining future strategy for the school
- Provide the Trustees with relevant and accurate information relating to their strategic areas of responsibility
- Contribute actively towards the formulation and consistent implementation of all school policies and procedures
- Agree to challenging subject targets, including pupil attainment targets, ensuring rigorous monitoring, evaluation and review of progress towards these
- Ensure high quality teaching and learning in line managed areas and proactive line management of colleagues
- Contribute to the School's self-evaluation process and school development plans
- Be involved in the process of appointing new staff including the shortlisting and interview process
- Be actively on duty at break, lunch and before and after school
- Deliver whole school, house and year group assemblies
- Share in the management of pupil behaviour incidents, making recommendations to the Headteacher regarding exclusions and facilitating the process of pupil readmission
- Actively participate in the monitoring, evaluation and review of teaching and learning in line managed subject areas.
- Manage any capability or disciplinary procedures in line with the school policy, where appropriate
- Be a core part of the performance management review process, setting targets and reviewing progress
- Deliver extra-curricular activities and trips
- Promote equal opportunities and celebrate diversity in all aspects of the school
- Play a full part in the life of the school community, to support its values and ethos, encouraging others to follow this example
- Comply with the School's Health and Safety policy and undertake risk assessments in line with national requirements where necessary
- Show a record of excellent attendance and punctuality
- Adhere to the school's non-negotiables, policies and procedures
- Teach classes in their specialist subject area (or as directed by the Headteacher) and assist in the development of schemes of learning, resources and assessments

- Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Contribute to the school's CPD programme
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings and community events
- If required, attend Trustee meetings
- Be role models for professional practice in the school
- Make a distinctive contribution compared with other teachers
- Contribute effectively to the wider team
- Carry out other tasks commensurate with their position, as directed by their line manager or the Headteacher

REVIEW OF DUTIES

The specific duties attached to any leadership post are subject to annual review and may, after discussion with the Headteacher, be changed.

Signed: Date: