



Lancot
School

ASSISTANT HEADTEACHER JOB DESCRIPTION

RESPONSIBLE TO: Head Teacher
LOCATION: Lancot School

MAIN RESPONSIBILITIES:

- Responsibility for the leadership, good management and strategic direction and development of a specified area of a variety of whole school areas.
- To work closely with all members of the Senior Leadership Team to improve the quality of provision for raising and sustaining high standards across the school.
- Be an active and enthusiastic member of the Senior Leadership Team.
- Maintain a high profile around the school, taking command of areas at change of lessons and being visible and active during non-structured time.
- Undertake duties about the school according to agreed rotas and to assist in the smooth running of the school as required.
- Contribute to Governor meetings as required.
- Participate actively in discussions about all aspects of school life.
- To promote and share good practice across the school and partner schools.
- To keep and maintain effective methods of communication with the Senior Leadership Team, Heads of Department, Key Stage Leaders and other groups of staff, governors, external agencies and the wider community including primary links.
- Undertake a rigorous performance management process for those you line manage.
- Keep abreast of developments in education and to ensure that the school adapts to necessary changes.
- To oversee arrangements for whole school events when required and to support after school events as required.
- Manage whole school systems to positively influence pupil progress.
- To facilitate and positively encourage learning which enables pupils to achieve high standards
- To share and support the corporate responsibility for the safety, well-being, education and discipline of all children.
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional standards and performance management objectives resulting in a tangible impact on pupils' learning.
- To manage and monitor allocated budgets and ensure budget allocations are linked to the School Development Plan, prioritised and effectively deployed.
- To effectively and efficiently manage resources, including staff deployment within this area.
- Set an example to staff by upholding the expectations and standards and principles of good classroom practice; encourage the sharing of good practice.





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- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To lead by example.
- To carry out such other associated duties that are reasonably assigned by the Headteacher.

SPECIFIC RESPONSIBILITIES:

These will be agreed with the successful candidate in order to meet the needs of the school.

SUBJECT RESPONSIBILITIES:

- To undertake the responsibilities of a classroom teacher.
- To teach consistently high quality lessons.

EXPECTATIONS:

- To put pupils first in everything that you do.
- To be flexible in order to meet the constantly changing political, local and particular needs that this role demands.
- To plan collaboratively with colleagues, both within and beyond the department, including other schools.
- To keep abreast of educational developments, strategy and thinking.
- To actively pursue your own professional development as a leader in education.
- To show commitment to the rigorous continuous improvement of the school.
- To demonstrate a positive commitment to working with stakeholders, including pupils, staff, governors, parents, Chiltern Learning Trust and other partners, to improve school performance and achievement.

PROFESSIONAL STANDARDS:

- To support and promote the aims of the school at all times by attendance at, and participation in school events.
- To set a good example to pupils by way of appropriate dress, standards of punctuality and attendance.
- Read and adhere to the various policies of the school.
- To participate in, and contribute to, the management of the school by attending various team and staff meetings and undertaking duties as prescribed within the schools policies and directed time budget.
- To ensure that all deadlines are met as published in the school calendar.
- Be proactive and take responsibility for matters relating to the health and safety of yourself and others.
- To act in all things as a positive role model to other staff and pupils.
- To maintain the highest standards of professionalism in all that you do, including showing respect for others and ensuring that discriminatory behaviours are challenged and rebuked.
- Promote the work and image of the school to visitors and members of the school, colleagues in other schools and members of our local community.





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ACCOUNTABILITY:

- To be accountable for the quality of provision and outcomes in the areas of responsibility.
- The post holder will be accountable to the Head Teacher in accordance with the priorities and policies of the school and its governing body.

The duties of this post may vary to meet the requirements of the school.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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Person Specification - Assistant Headteacher

This is an important post in terms of ongoing school improvement and for this reason it is at Assistant Headteacher level. You will be invited to join our Senior Leadership team and you will play a key role in raising standards.

You are asked to demonstrate in your supporting statement that you match the person specification.

Attribute	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Honours degree and Qualified Teacher Status (QTS) • Evidence of relevant professional development related to whole school leadership issues 	<ul style="list-style-type: none"> • Post graduate qualification
Knowledge and Experience:	<ul style="list-style-type: none"> • A proven track record in raising achievement within his/her own teaching • Experience of raising achievement through intervention in teaching processes • Statutory education frameworks • Strategic planning processes • Able to recognise and model outstanding classroom practice • Detailed understanding of Ofsted criteria • Coaching and mentoring strategies to support staff development • The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve pupil progress • Models of effective professional development for staff 	<ul style="list-style-type: none"> • Experience of a curriculum leadership role • Timetabling experience





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	<ul style="list-style-type: none"> • Current educational issues specifically in education for 11-16 range, adjacent phases and transition 	
Leadership and Management:	<ul style="list-style-type: none"> • Experience of leading and motivating a successful team • Ability to contribute to the strategic direction of the school • Ability to develop and implement operational policies to deliver the strategic vision for school • Leadership and management skills to improve and maintain level of attainment and success • Excellent classroom practitioner who can lead by example • Ability to motivate pupils and staff • Ability to lead, coordinate, delegate and empower • Experience of carrying out staff performance reviews and acting on any issues that arise from the reviews • Ability to manage change and work under pressure of changing circumstances 	
Skills and Abilities:	<ul style="list-style-type: none"> • Ability to see things through to completion • A reflective practitioner able to evaluate practice and embed a process of continuous improvement • An inspirational style that imparts confidence, motivates staff, parents / carers and pupils 	<ul style="list-style-type: none"> • Ambition to progress • Ability to manage work-life balance and own well-being





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	<ul style="list-style-type: none"> • Ability to analyse and interpret information to make informed decisions and exercise good judgment • Ability to create and maintain strong supportive relationships with staff, parents / carers, pupils, the community and governors • Ability to be innovative, creative and tenacious • The ability to lead, challenge and support others <p>Skills, experience and ability to promote high quality teaching and learning across the curriculum</p>	
Personal Qualities:	<ul style="list-style-type: none"> • An exceptional role model with high standards of integrity and approachability • A 'team player' • Highly motivated, ambitious, and upbeat • Calm under pressure with a good sense of humour <p>Flexible and collaborative</p>	
Safeguarding:	<ul style="list-style-type: none"> • Evidence of a commitment to promoting the health, welfare and safeguarding of children • Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school 	





We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service'.

CVs will not be accepted for any posts based in schools

