



## JOB DESCRIPTION

**Job Title:** Assistant Headteacher

**Salary Range:** L10-L14

**Responsible to:** Headteacher/ Deputy Headteacher

**Responsible for:** *To be determined based on skill set post interview. This will be within the scope of - phase, pathway, teaching and learning, curriculum, pastoral or safeguarding responsibilities.*

**Key Contacts:** Staff, pupils, Headteacher, Deputy Headteacher, Academy Council, LA representatives, Partner Schools, external agencies and parents.

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### Job Purpose

The Assistant Headteacher is responsible for:

- Carrying out the duties of this post in line with the remit outlined in the School Teachers' Pay and Conditions Document including the conditions of the Academy's own policy
- Assisting the Headteacher and Deputy Head teachers in the organisation, management and development of the school
- Carrying out teaching duties as required (0.2 teaching responsibility)
- To assume responsibilities of the Headteacher / Deputy Headteacher in their absence
- For promoting and safeguarding the welfare of children and young people across the school as the Designated Safeguarding Lead
- For promoting and safeguarding the welfare of looked after children as the Designated Teacher for LAC
- Delivering training and support to other schools within the Trust
- Promoting best practice and contribute to the aims and ethos of the school
- Leading school improvement in an agreed area
- Oversee the planning, progress and attainment vulnerable children across the school
- Leading by example as an outstanding classroom practitioner

### All members of the School's Leadership Team are expected to:

- Reflect the school's vision, aims and ethos by promoting and developing a learning, caring culture
- Promote outstanding teaching and learning by modelling this in their own lessons as either a named class teacher or within a set teaching timetable
- Demonstrate leadership by example in personal behaviours and appearance
- Set high standards, acting as role models for colleagues

- Support with behaviour management across the school
- Show a commitment to enabling all children to maximise their achievements
- Contribute to the provision of a safe, secure learning environment
- Support the school's endeavours to meet the needs of its community
- Manage staff in a way that promotes their skills, confidence and expertise

**Assistant Headteacher Duties and Responsibilities:**

The following list is typical of the duties the Assistant Headteacher will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required:

- To participate in devising the School Improvement Plan by taking a lead role in implementing specific objectives
- To support the Headteacher and Deputy Headteacher in the School self-evaluation and monitoring procedures
- Update the head teacher and governing body on the effectiveness of provision for specified groups within the school
- Lead on teaching and learning within the Phase and subject that you lead. To include leading in Pupil Progress meetings, holding teachers to account for standards, team teaching and organizing training schedules for individual teacher needs where appropriate
- ensure parents informed about their child's progress through individual meetings and at parents' evenings
- Participate in and carry out appraisals of designated staff
- To attend appropriate training, CPD and conferences and provide feedback to colleagues.
- To be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection
- To work strategically with the Academy Council, Headteacher and Deputy Headteacher in the future growth of the school

**In addition to this you will:**

- Work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job
- Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
- Appreciate and support the role of other professionals
- Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post.

### **Confidentiality and Data Protection**

- To treat all information acquired through employment, both formally and informally, in strict confidence
- To be aware of the school's responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
- To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

**Person Specification – Assistant Head**

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment I/T/A*</b>
<b>Qualifications</b>			
Degree & QTS	✓		A
NPQML/NPQSL		✓	A
Designated Safeguarding Lead L3 or above		✓	A
<b>Experience</b>			
Experience of leading school improvement in a specified area across the whole school	✓		A/I
Experience in working with children with SEND	✓		A/I
Experience of working within a special school environment		✓	A/I
Experience of managing a team of staff	✓		A/I
Demonstrable track record of excellent teaching practice	✓		A
Experience of leading training of other teachers		✓	A/I
Experience of setting targets and monitoring, evaluating and recording progress	✓		A/I
<b>Skills, Knowledge and Understanding</b>			
Strong knowledge and understanding of current developments in teaching, learning, assessment, curriculum	✓		A/I
Ability to contribute effectively to the management, organisation and running of the school	✓		A/I
Aware of current up to date legislation that includes the knowledge and understanding of the SEND Code of Practice		✓	A/I
Experience in assisting in the development and implementation of school aims, objectives, procedures, policies and practices.		✓	I
Ability to manage staff and resources in specific areas.	✓		I
Ability to innovate, inspire and motivate other staff	✓		I
Use of innovative approaches to improve standards	✓		A/I
Understanding of safeguarding processes within a school to promote the welfare of children and young people : <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> </ul>	✓		I
Ability to the develop the positive links necessary within school, a child's home and external agencies	✓		I
Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues	✓		I
A strong understanding of behaviour management techniques for groups and individuals	✓		I
Willingness to cover in the absence of the Headteacher and Deputy Headteacher	✓		I

Excellent relationships and interpersonal skills when working with students, colleagues, parents, carers and other professionals.	✓		A/I
Demonstrate good presentation skills	✓		I/T
<b>Personal Characteristics</b>			
The Assistant Head should possess: <ul style="list-style-type: none"> <li>the ability to address challenging issues with clarity of purpose and diplomacy</li> <li>Excellent inter-personal skills</li> </ul>	✓		I
They should also be: <ul style="list-style-type: none"> <li>knowledgeable and highly competent</li> <li>approachable and empathetic</li> <li>creative and enthusiastic</li> <li>organised and resourceful</li> <li>intelligent and reflective</li> <li>committed</li> </ul>	✓		I
<b>Other Requirements</b>			
A commitment to on-going personal development and willingness to undertake appropriate training	✓		I
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		
Evidence of commitment to safeguarding and protecting the welfare of children	✓		
This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.	✓		

\*I - Interview

T – Test/Presentation

A – Application Form