

Rickmansworth School

Job Description: Assistant Headteacher

Salary: L12-L17

Hours: Full - Time

Purpose of role: The Assistant Headteacher will support the Headteacher in providing strategic leadership and management across the school. This includes line management of designated whole-school areas, departments, pastoral leaders and associated support staff. The postholder will play a key role in shaping and delivering the school's vision by contributing to the formulation of its aims and objectives, establishing and implementing policies to achieve these and ensuring effective management of staff and resources. The Assistant Headteacher will also be responsible for monitoring and evaluating progress against the school's priorities to ensure continuous improvement and high standards of provision.

Main Responsibilities

Qualities and Knowledge

Under the direction of the Headteacher, the Assistant Headteacher will:

- Support the Deputy Headteachers with the day-to-day leadership and management of the school
- Communicate the school's vision clearly and support strategic leadership
- Lead by example, demonstrating clear values and moral purpose with a focus on delivering excellent education for all students
- Line manage designated departments or/and whole-school areas
- Line manage key support staff and oversee associated functions across the school
- Build and maintain positive relationships with all members of the school community
- Keep up to date with developments in education and maintain a strong understanding of local, national and global education systems
- Demonstrate political and financial awareness, translating policy into the school context
- Engage in ongoing professional development to meet individual and organisational needs
- Act as a positive role model, including consistently demonstrating the Teachers' Standards

Students and Staff

Under the direction of the Headteacher, the Assistant Headteacher will:

- Promote ambitious standards for all students and foster accountability for student outcomes
- Ensure high-quality teaching through effective staff development and training
- Promote a culture of open classrooms to support collaboration and sharing of best practice
- Create an environment in which staff are motivated, supported and able to develop professionally
- Identify and nurture emerging talent, including coaching current and aspiring leaders
- Hold staff to account for professional conduct and practice
- Work collaboratively with the Board of Trustees by providing information, objective advice and professional support

Systems and Processes

Under the direction of the Headteacher, the Assistant Headteacher will:

- Ensure that systems, structures and processes are effective, efficient and fit for purpose
- Maintain a safe, calm and well-ordered environment, with a strong focus on safeguarding and behaviour
- Support the implementation of performance management systems, addressing underperformance and recognising strong practice
- Work with the Board of Trustees as appropriate
- Contribute to strategic, curriculum-led financial planning to ensure effective use of resources
- Support the distribution of leadership across the school

The Self-Improving School System

Under the direction of the Headteacher, the Assistant Headteacher will:

- Contribute to developing an outward-facing school that works collaboratively with other schools and organisations
- Build and maintain effective professional relationships
- Model innovative and forward-thinking approaches to school improvement and leadership
- Promote the value and importance of education within the wider community

Other Areas of Responsibility

- Whole-school responsibilities will be allocated and may be rotated within the Senior Leadership Team at the discretion of the Headteacher
- Responsibilities may reflect the strengths of the postholder as well as supporting their ongoing professional development
- Duties may include working across different school settings or locations where required
- Duties may include working during evenings and weekends to fulfill the needs of the school calendar
- The Assistant Headteacher will safeguard and promote the welfare of children and young people in line with school policies and statutory guidance
- The postholder will carry out all duties in accordance with school policies, procedures, and the Equal Opportunities Policy and Code of Conduct

General Duties:

- Participate in the school's appraisal process
- Ensure equality principles are followed in all relationships with staff and students
- Participate in supervisory duties as per the school's rota before and after school, as well as during breaktimes and lunchtimes
- Adhere to all school policies and procedures
- Contribute to achieving the goals set out in the School Development Plan and Department Development Plan
- Undertake any reasonable duties within the scope of the role and in accordance with the conditions of the Schoolteacher's Pay and Conditions document
- Actively participate in the school's self-evaluation process
- Work within the school's Health and Safety policy and safeguarding protocols to maintain a safe working environment
- Adhere to Teacher's Professional Standards and engage in ongoing professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the

general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

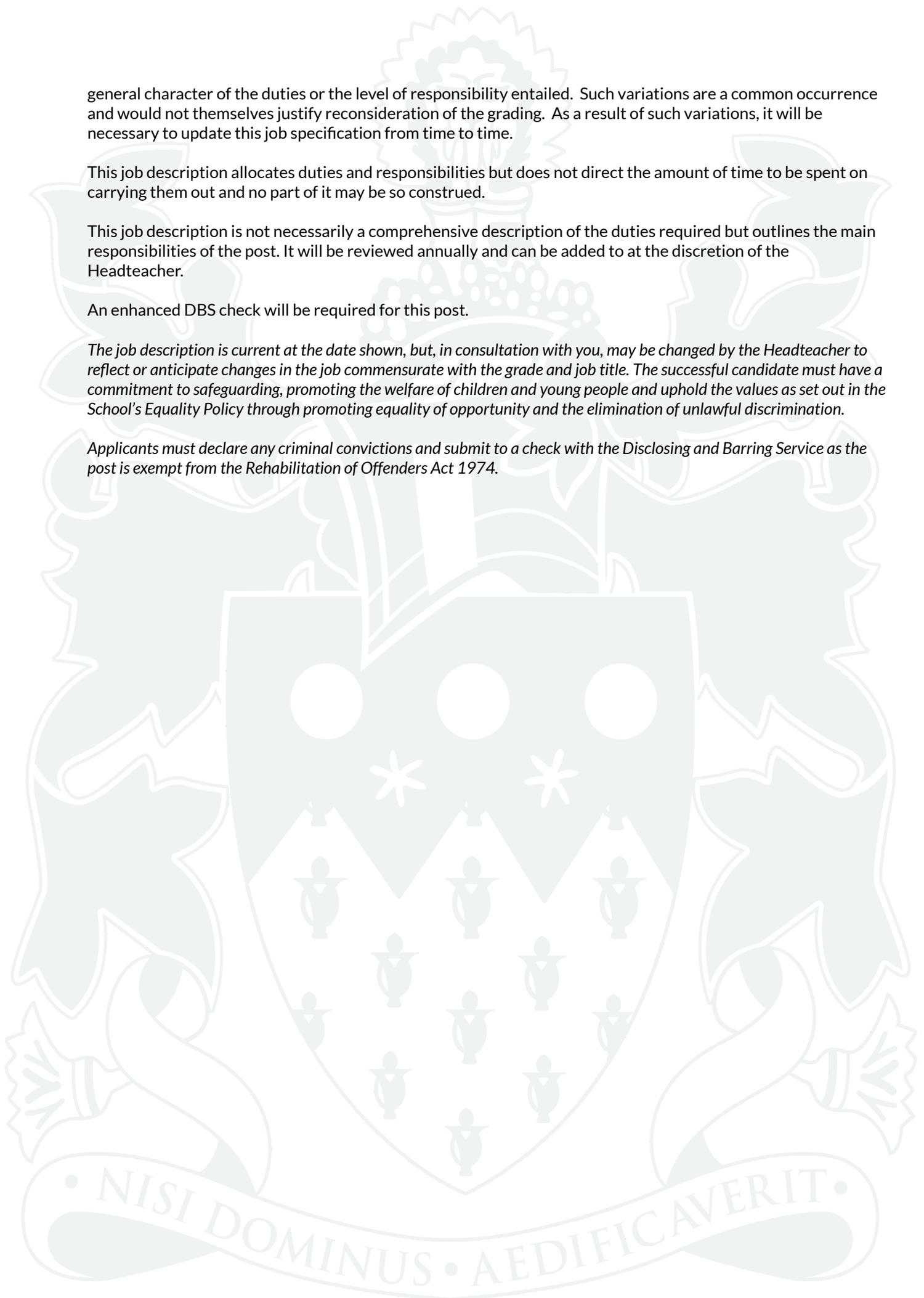
This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Assistant Headteacher

E - Essential
A - Application process

D - Desirable
I - Interview process

Qualifications:		
Degree in related subject	E	A/I
PGCE or equivalent	E	A/I
Postgraduate/Higher degree: further professional qualifications	E	A/I
Range of relevant CPD	E	A
Experience:		
Senior leadership team experience in a secondary setting e.g. Assistant Headteacher / Secondment to SLT	D	A/I
Experience of the leadership and management from a whole-school perspective	E	A/I
Current understanding of curriculum and pedagogical developments	E	A/I
Successful experience in more than one school	D	A/I
Experience of working with Trustees	E	A/I
A record of sustained progress in learning, with improved outcomes for all students.	E	A/I
Experience of leading and managing change, including performance management of staff	E	A/I
Knowledge:		
Knowledge and understanding of school improvement	E	A/I
Understanding and use of school data to monitor and raise performance/achievement	E	A/I
Understanding of and commitment to safeguarding procedures	E	A/I
Understanding of the components that constitute high quality teaching & learning	E	A/I
High expectations of students coupled with the belief and skills to ensure all students will succeed	E	A/I
Lead and manage others through change and challenges	E	A/I
Attributes:		
Commitment to a broad and balanced curriculum for all	E	A/I
Focused on placing the success of the students at the heart of all decisions	E	A/I
Clear personal vision for education and a strong sense of moral purpose	E	A/I
To be an excellent role model	E	A/I
Good communication and listening skills	E	A/I
The capacity to work well under pressure, remain calm, and to cope with the unexpected.	E	A/I
Reliable, honest and trustworthy and demonstrate the highest professional standards	E	A/I
A willingness to commit to the school's vision and to 'go the extra mile' in order to achieve it.	E	A/I
Ambition to progress beyond to Deputy Headteacher/Headteacher	E	A/I
A commitment to equal opportunities, safeguarding and promoting the welfare of children and young people	E	A/I
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for leadership in an educational setting	E	A/I
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A
Engage with and actively promote Rickmansworth School's sustainability goals	E	A/I

Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I

