

Job Description

Title:	Assistant Headteacher	Grade:	L4 - L12
Dept:	Teaching & Learning	Reports to:	Headteacher
MAIN PURPOSE			
<p>The main purpose of the Assistant Headteacher is to work with the school leadership team and Trust Central team to provide professional leadership for the school. With the senior leadership team the Assistant Headteacher will work in partnership with the Trust Central team to support an excellent all round education. They will build and motivate staff to further the school's performance and future direction within the strategic and accountability framework agreed with the Trust. The post holder will contribute to improvement across the Trust, working collaboratively with other senior leaders in the Trust. The Assistant Headteacher is line managed by the Headteacher/Head of School.</p>			
RESPONSIBILITIES			
<ul style="list-style-type: none"> • To lead by example, providing inspiration and motivation. • To work with the Headteacher/Head of School and Trust Central team in the formulation of the School Improvement Plan, Self Evaluation Form and other key documents. • To work in partnership with the Headteacher/Head of School and the Trust Central team in monitoring and evaluating the effectiveness of all aspects of the school. • Actively encourage teachers to collaborate with colleagues in other Trust schools to plan, teach, review and develop the Spring Partnership Trust curriculum. • To have a full understanding of school assessment methods and data analysis to ensure that they are used effectively by teaching staff to enable every child to achieve their personal best. • Share the lead in developing learning and teaching styles throughout the school, supporting teachers with planning and delivery of lessons, and working with the Headteacher/Head of School and other key members of staff in monitoring and evaluating their success. • To mentor, coach and develop middle leaders, resulting in quality first teaching rated as 'Good' or 'Outstanding'. • To take responsibility with the Headteacher/Head of School in securing and maintaining high standards of behaviour in the school. • To take responsibility with the Headteacher/Head of School for the safeguarding of children. To be part of the safeguarding team. • To collaborate with other schools in order to share expertise and resources for the benefit of the school. • Plan and lead staff CPD as appropriate. • To build upon the very good home-school partnership working with parents and other stakeholders to secure the very best education for the children. • To have responsibility for mentoring ECTs, new teachers and students in school. • To take regular school assemblies and lunch duties. • To undertake specific reasonable responsibilities as designated by the Headteacher/Head of School, for example, class cover, interventions. • To work with the Head of school and Trust partners in all aspects of enrichment throughout the school and to promote, enhance and extend the learning experience of all pupils. 			

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

NB: This job description may be reviewed if necessary, at any time and it may be amended after consultation with you.

KEY ACCOUNTABILITIES

1. Shaping the Future

In partnership with the Headteacher/Head of School, and Trust Central team, set the strategic direction for the school and the targets for school improvement and development

2. Leading Learning and Teaching

In partnership with the Headteacher/Head of School, to develop a curriculum that engages learners, enables them to develop effective learning, personal and social skills.

In partnership with the Headteacher/Head of School, secure and sustain effective learning and teaching throughout the school. Monitor and evaluate the quality of teaching and the standard of pupils' achievement, using benchmarks to set targets for improvement. Collaborate with Trust leads and colleagues to achieve consistency of standards.

Create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, enabling teachers to meet the standards set out in the professional development framework.

3. Developing Self and Working with Others

Take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement in pupil attainment and well-being.

Provide regular feedback to teachers and other staff supporting pupils in a way which recognises good practice and supports their progress against Professional Growth Targets, resulting in a tangible impact on pupil progress and achievement.

4. Managing the Organisation

Undertake specific responsibilities in the deployment of people and resources efficiently and effectively to meet objectives in line with the school's strategic plan and financial context.

5. Securing Accountability

Assist the Headteacher/Head of School and key members of staff in accounting for the efficiency and effectiveness of the school to the governors and others, including pupils, parents, staff, and the local community.

6. Strengthening Community

In partnership with the Headteacher/Head of School, collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools.

Work in partnership with parents and carers to support and improve pupils' well-being, achievement and personal development.

To co-operate and work with relevant agencies to protect children, mindful of the need to follow procedures designed to safeguard children at all times.

7. Policies & Procedures

Research, develop and contribute to policies in relation to Trust development.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.