



## Assistant Headteacher Job Description

**Responsible to:** Headteacher

**Grade:** Leadership Scale 14-18

This job profile and person specification are set within the framework of, and should be read in conjunction with, the National Standards for School Leadership which are about professional attributes, values, knowledge and understanding in relation to:

- Leading strategically
- Leading teaching and learning
- Leading the organisation & people
- Leading in the community
- Leading accountability

### Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

### Particular Responsibilities

These relate to the strategic development of the school and the specific portfolio will depend on the skills and experience of the individual. They will be reviewed periodically to ensure alignment of leadership team capacity and capability, changing school priorities and development opportunities. Examples of such specific responsibility may include some of the following:

- Leadership and management of Teaching and Learning (Implementation within Q of E)
- Leadership and management of the AAH for aspects of teacher development including ECTs and ITT
- Leadership and management of Professional Development with the DH for Quality of Education

### MAIN RESPONSIBILITIES:

1. To support the school's aim to promote the improvement of the Quality of Education and to support those policies and procedures laid down by the Headteacher;
2. Responsibility for the leadership, good management and strategic direction and development of outstanding pastoral care (including behaviour and attendance) across the School.
3. To work closely with all members of the Leadership Team, especially the Assistant Headteacher (Inclusion) to improve the quality of provision for raising and sustaining the



- highest standards of pastoral care across the School, which may include including reviewing CPD needs, career development planning and performance management of colleagues.
4. To implement strategies and lead self-evaluation, quality assurance and the monitoring and evaluation of pastoral care (including behaviour and attendance), which will be used to inform and refine sections of the School Development Plan.
  5. Be an active and enthusiastic member of the Senior Leadership Team.
  6. Maintain a visible profile around the School, taking command of areas at change of lessons and being visible and active during non-structured time.
  7. Undertake duties about the School according to agreed rotas that will include gate duty, break duty supervision, Leadership Team duty and lunchtime detention supervision duty as well as to assist in the smooth running of the School as required.
  8. Support after school events as required.
  9. Contribute to Governors meetings as required.
  10. To oversee developments in relation to whole school behaviour systems and attendance systems
  11. Co-ordinate programmes which monitor the impact and quality of behaviour and attendance across the School and to set targets for improvement
  12. To lead, organise and oversee whole school training events, including teaching staff and support staff.
  13. Undertake a rigorous performance management process for those you line manage and ensure your link line managers do the same.
  14. To promote and share good practice across the School and CLT.
  15. To keep and maintain effective methods of communication with the SLT, HODs, HOYs and other groups of staff, governors, external agencies and the wider community including Upper and Lower school links.
  16. Keep abreast of developments in education and to ensure that the School adapts to changes.
  17. To oversee arrangements for whole school events when required.
  18. Manage whole school systems, including support staff, to positively influence pupil behaviour and progress.
  19. To facilitate and positively encourage learning, leading on behaviour for learning, which enables pupils to achieve high standards.
  20. To share and support the corporate responsibility for the well-being, education and discipline of all children.
  21. 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.
  22. To manage and monitor allocated budgets and ensure budget allocations are linked to the School Development plan, prioritised and effectively deployed.
  23. To effectively and efficiently manage resources, including staff deployment within this area.
  24. Be at the forefront of cutting-edge initiatives for developing pastoral care (including behaviour and attendance).
  25. Set an example to staff by upholding the expectations, standards and principles of good classroom practice, conduct and dress.
  26. 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.
  27. To provide clear leadership, guidance and support, within the agreed framework, for all relevant staff



28. To establish clear expectations and constructive working relationships among staff involved through team working and mutual support
29. To complete the team self-evaluation and relevant aspects of the school's self-evaluation

### **SUBJECT RESPONSIBILITIES:**

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

### **EXPECTATIONS:**

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

### **PROFESSIONAL STANDARDS:**

1. To support and promote the aims of the School.
2. To set a good example to pupils by way of appropriate dress, standards of punctuality and attendance.
3. Read and adhere to the various policies of the School as expressed in the School Development Plan, the staff handbook and other documentation.
4. 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 School's policies.
5. To ensure that all deadlines are met, including those published in the School calendar.
6. Be proactive and take responsibility for matters relating to the health and safety of yourself and others.
7. To act in all things as a positive role-model to other staff and pupils.
8. 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.
9. 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.



CHILTERN  
LEARNING  
TRUST



**ACCOUNTABILITY:**

1. The post holder will be accountable to the Headteacher in accordance with the priorities and policies of the School and its governing body.
2. To performance manage relevant staff and teams, using the process to develop their personal and professional effectiveness
3. To be on time for meetings and meet all appropriate deadlines
4. To be accountable for the quality of provision and outcomes in the areas of responsibility
5. To service the relevant governors' committee, quality assuring and reporting regularly to governors on the provision associated with the role

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



**ASSISTANT HEADTEACHER  
PERSON SPECIFICATION**

<b>SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>		
1. Degree qualification or equivalent	✓	
2. Qualified Teacher Status	✓	
3. Personal commitment to recent & relevant CPD	✓	
4. Evidence of further study and/or additional qualifications		✓
<b>Presentational Qualities</b>		
1. Professional appearance and manner	✓	
2. Outstanding communication, influencing and negotiating skills across a range of internal and external stakeholders	✓	
<b>Professional Experience, Skills and Qualities</b>		
1. A proven track record of successful and effective leadership with a strong track record in delivering operational excellence within a secondary age group / your own school	✓	
2. Experience of strategies for the raising of student achievement / attainment and proven ability to raise standards and hit targets	✓	
3. Experience of working in more than one school		✓
4. Clear understanding of factors affecting effective learning	✓	
5. Has worked with staff to improve learning and teaching	✓	
6. Familiar with current education thinking and its potential	✓	
7. An ability to think creatively, to analyse problems, reach judgements and resolve issues	✓	



8. Excellent ICT skills	✓	
9. An understanding of technological developments within education		✓
10. Experience of self-evaluation which leads to impact	✓	
11. Involvement in and/or knowledge of improvement planning	✓	
12. The ability to devise and implement strategies for raising achievement and for intervention strategies	✓	
13. Outstanding teaching in a core subject with secure subject knowledge, including excellent knowledge and understanding of pedagogy and practice in teaching, learning and assessment.	✓	
14. Experience of leading a team in a whole school development	✓	
15. Able to prioritise and work flexibly, to tight deadlines	✓	
16. Excellent personal organisation and time management	✓	
17. Has contributed to the development of school ethos	✓	
18. A strategic thinker	✓	
19. An ability to recognise and encourage outstanding practice	✓	
<b>Developing self and working with others</b>		
1. Experience of delivering INSET		✓
2. Has led whole school or departmental CPD		✓
<b>Managing the Organisation</b>		
1. Can manage change effectively	✓	
2. An understanding of effective management, delegation and organisation	✓	
3. Experience of performance management	✓	
4. The ability to prioritise and manage time effectively	✓	
5. The ability to make decisions and act upon them	✓	
<b>Securing Accountability</b>		



1. Has the ability to use data to improve learning and teaching	✓	
2. The ability to use a range of data to support, monitor and improve features of school performance	✓	
3. A clear working knowledge and understanding of the current OFSTED framework		
4. Experience of effective school evaluation	✓	
5. The ability to acknowledge excellence and challenge performance that is not yet good	✓	
<b>Strengthening the Community</b>		
1. Experience of successful collaborative working with other organisations and agencies	✓	
2. The ability to work effectively with parents and carers to support their children's learning	✓	
3. The ability to listen to, reflect and act on community feedback	✓	
<b>Personal Qualities</b>		
1. Excellent interpersonal skills	✓	
2. The ability to ensure a sensible work life balance	✓	
3. Initiative, including an ability to pre-empt events	✓	
4. Ability to motivate students and staff	✓	
5. Energy, optimism and motivation in the face of pressure	✓	
6. Commitment, drive, innovation and integrity	✓	