

**The Astley Cooper School**  
**Job Description - Assistant Headteacher**  
**Assessment and Data**

The generic job description is subject to modification in discussion with the Headteacher in order to establish the specific responsibilities of the role.

It should be read in conjunction with the Statutory Requirements contained in the current version of the School Teachers' Pay and Conditions document and the expectations of the 2012 Teachers' Standards.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every student and ensures that they make expected levels of progress.

Your key accountabilities as Assistant Headteacher are:

**Job Purpose**

- To assist the Headteacher with the leadership, management and organisation of the school in order to secure high quality teaching and learning
- As a member of the SLT to contribute fully to the effective leadership of the school leading to improved standards in all aspects of the school's work
- To provide leadership of and take accountability for designated areas of the school's work, leading to measurable improvement
- To line manage a range of staff, ensuring that those staff work to effect continuous improvement
- To teach designated classes according to the requirements of the school timetable
- To contribute to the school's ethos, ensuring that it is a disciplined, well-ordered place for purposeful learning
- To ensure that the school aims are put into practice and lead the drive for continuous improvement

**Leadership and Management**

The Assistant Headteacher's strategic leadership and management key responsibilities include:

- contributing to the strategic direction of the school
- securing the commitment of others to the school's vision
- contributing to whole school self-evaluation
- working with the Governing Body – including advising one of the Governors' committees.
- contributing to the leadership of teaching and learning
- line managing one or more curriculum areas, ensuring that levels of accountability are maintained through subject leaders and holding subject leaders responsible for standards
- performance managing a number of colleagues in line with the school's performance management policy and procedures

## **Student Development and Ethos**

The Assistant Headteacher is expected

- to lead by example
- to maintain a visible presence and high profile around the school
- to establish high expectations in all aspects of school life
- to attend parent consultation evenings and school events
- to contribute, where required, to all aspects of student welfare, support and guidance

## **Teaching and Learning**

The Assistant Headteacher is expected to

- support staff to develop a stimulating and challenging environment which secures effective learning and provides high standards of achievement and behaviour
- teach a range of ability and age ranges
- set an ethos of high achievement
- monitor standards of teaching and learning across the school through the department review process as required and more specifically in areas of line management

In addition to several areas in the preceding sections, the Assistant Headteacher is expected

- to involve parents and governors in the work of the school
- to support whole school and community events
- to ensure that parents and students are fully informed about the work of the school, its plan and priorities
- to develop policies for presentation to stakeholders ensuring that the safeguarding of students underpins those policies
- to provide reports to the Headteacher and Governors as required

Please refer to the most recent "SLT responsibilities" document for clarification of specific areas of responsibility.

The key accountabilities of the post outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Headteacher.