

JOB DESCRIPTION

Job Title:	Assistant Headteacher
Grade:	L14-17
Reports to:	Headteacher

Purpose of the Job

- To lead on the successful transition of children into Year 7
- To lead on the successful induction and training of ECT trainees
- To lead on the Readiness Curriculum

Key Responsibilities

1. To lead on the transition of primary school children into our school, including the strategic direction, management and development of policies, plans and targets within the context of the school's vision
2. To lead on the organisation and running of an outstanding summer school provision
3. To ensure the success of all ECT trainees through liaising with relevant staff and through the provision of a comprehensive in-house training and support programme
4. To oversee *all* Student voice, enrichment activities, rewards and celebratory events for years 7-11
5. To lead on the readiness curriculum including the organisation and running of Drop Down Days and the delivery of the RSE curriculum
6. QA and monitoring of all enrichment activities, provision and participation of student groups

Staff Responsibilities

- Overall line management responsibility of HOY Y7
- Overall line management responsibility of RSE, Enrichment and Careers
- Overall line management responsibility of the schools PCM
- To ensure the appraisal and line management of these staff takes place
- To oversee the training and development of individuals in line with your role

Promotion of School Values

- To contribute to whole School events as and when required.
- To support and contribute to the School's commitment to safeguarding all students. All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at Kingsmead School are expected to share this commitment.
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.