

# Thamesmead School



## Job Description

### Assistant Headteacher

Accountable to: Headteacher

Accountable for: The specific responsibilities for this role will be decided according to the strengths and qualities of the successful candidate and maybe subject to change according to the needs of the team at any point in time. We are keen to recruit a candidate who can offer leadership strengths in a selection of the responsibilities below.

- Teaching and learning,
- assessment, recording and reporting of pupil progress,
- timetabling and curriculum lead financial planning,
- data analysis and tracking,
- safeguarding,
- inclusion and SEND,
- the progress of disadvantaged students,
- attendance,
- pastoral leadership, curriculum and systems,
- developing the use of ICT for learning,
- e-safety,
- development of numeracy

### **Duties**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Key Tasks**

- lead by example, provide inspiration and motivation, and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school;
- help to create an ethos, educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, cultural, mental and physical development, preparing them for the opportunities, responsibilities and experiences of adult life; to secure the commitment of parents and the wider community to the vision and direction of the school;
- ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school;
- support an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline and, which enable teachers to meet the standards set out in the professional development framework;
- support the headteacher and senior leadership team with the day-to-day operational running of the school e.g. duty lead, supervision duties, providing cover for colleagues where needed;
- ensure that improvements in foundational knowledge such as literacy, numeracy, handwriting and information technology are priority targets for all students, including those with special educational needs;
- ensure that students develop study skills in order to learn more effectively and with increasing independence;

- create and promote positive strategies for developing equality and dealing with discrimination and harassment;
- develop effective partnerships, to extend the curriculum and enhance teaching and learning;
- create and maintain an effective partnership with parents to support and improve students' achievement and personal development.
- maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students;
- plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities;
- implement school systems for the management of staff performance, incorporating appraisal and objective setting through performance management for teachers, including objectives relating to students' achievement;
- develop and promote inclusive practice that supports all students to achieve;
- motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality CPD based on assessment of needs;
- lead professional development of staff through example; and other methods such as coaching, drawing on other sources of expertise where appropriate;
- understand the expectations and needs of others, including subject leaders and SENCO;
- sustain your own motivation and that of other staff;
- ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers.
- work with governors and senior colleagues to recruit staff of the highest quality;
- work with senior colleagues to deploy and develop staff effectively in order to improve the quality of education provided;
- help to set appropriate priorities for expenditure, allocate funds and ensure effective administration and control;
- help to manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- provide information, objective advice and support to the governing body when required to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- help to create and develop an organisation in which all staff recognise that they are accountable for the success of the school;
- present a coherent and accurate account of the school's performance in forms appropriate to a range of audiences, including governors, the LA, the local community, OFSTED and others, to enable them to play their part effectively;
- ensure that parents and students are well informed about student attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.

Thamesmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to demonstrably share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).