



Job details

Job title: Assistant Headteacher

Contract type: Permanent

Reporting to: Head of School

Responsible for: Support staff

Main purpose

The assistant head, under the direction of the head of school, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant head will also have a timetabled teaching commitment, modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Head of School and Deputy Headteacher

Duties and responsibilities

Leadership

Under the direction of the Head of School:

- Support the SLT in the day-to-day management of the school
- Communicate the school's vision compellingly and support the head of school's strategic leadership
- Lead by example, focusing on providing excellent education for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Head of School:

- Assist with the selection and recruitment of new teaching staff
- Performance manage support staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge

- Commit to their own professional development, proactively identifying development opportunities

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Head of School:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Assessment

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Keep up to date with accepted best practice in the field of assessment, and advising others about this
- Providing training and support for teachers and support staff on administering the assessment system effectively

Pastoral

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Other responsibilities

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the assistant head of school will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none">Qualified teacher statusDegreeProfessional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">Teaching experience of a minimum of 2 yearsInvolvement in school self-evaluation and development planningLine management experienceExperience of contributing to staff development
Skills and knowledge	<ul style="list-style-type: none">Understanding of high-quality teaching, and the ability to model this for others and support others to improveEffective communication and interpersonal skillsAbility to communicate a vision and inspire othersAbility to build effective working relationships
Personal qualities	<ul style="list-style-type: none">A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the schoolAbility to work under pressure and prioritise effectivelyCommitment to maintaining confidentiality at all timesCommitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the postholder.

Postholder's signature: _____

Date: _____