



Job Description and Person Specification:

Assistant Headteacher

Job details

Hours: 38.5

Contract type: Full-time permanent

Reporting to: Headteacher

Main purpose

The Assistant Headteacher, under the direction of the headteacher, 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
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment to be agreed with the Headteacher

They may also be required to undertake any of the duties delegated from the headteacher.

Duties and responsibilities

Leadership

Under the direction of the headteacher:

- Support the headteacher and other SLT in the day-to-day management of the school
- Communicate the school's vision compellingly and support the headteacher'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 headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, 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 headteacher:

- 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 directors and 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

Other areas of responsibility

As an Assistant headteacher, to lead on a particular area of school leadership that will include one of the following as determined by the headteacher;

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 deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school (Minimum of 3 years) • Teaching experience [<i>a minimum number of 5 years' experience</i>] • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Experience of SEND • Experience of Safeguarding vulnerable young people
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 improve • Understanding of school finances • Effective communication and interpersonal skills

	<ul style="list-style-type: none"> • Ability to communicate a vision and inspire others • Ability to build effective working relationships • The curriculum or assessment • SEND Framework 2014 • Understanding of SEMH and ASD • Therapeutic models and frameworks in education
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 school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality

Notes:

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

Last review date: 08.05.2020

Next review date: 01.10.2021

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____