



**Assistant Headteacher
Job Description and Personnel Specification
L11 to L15**



Job Description

Role

- Under the reasonable direction of the Headteacher, carry out the professional duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).
- Help to formulate and review the aims and objectives of the school.
- Establish policies to promote high standards.
- Manage staff and resources.
- Monitor and evaluate the progress of policies.
- Undertake professional duties of the Headteacher as delegated.
- Provide leadership to ensure high quality education for all and improved standards of learning and achievement
- Support the aims and objectives of the school.

Line Management:

Reporting to – Headteacher Responsible for – Line Management within either Faculty or Pastoral systems.

Liaising With:

Headteacher, senior leadership team; managers; teaching and support staff; LA representatives, external agencies, parents and members of the community.

Salary Scale: Leadership spine **L11 to L15**

Working Time: Full time as specified within the STPCD

DBS Disclosure Enhanced

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

Strategic / Operational Planning

- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development, to maximise their value added attainment.
- Ensure that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the school.
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences.



- Provide information, objective advice and support to the Headteacher and Local Governing Body.

Curriculum Provision

- Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Development Plan.
- Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.

Curriculum Development

- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.
- Assist the Headteacher in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement.
- Create and promote strategies for developing inclusion practice, including those relating to equality and diversity.
- Ensure that students develop study skills in order to learn more effectively and with increasing independence.

Staffing

- Lead professional development of staff through example.
- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.

- Lead, support and co-ordinate the provision of high-quality professional development, drawing on other sources of expertise as appropriate.
- Assist the Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement performance management arrangements in line with school policy.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
- Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- Take responsibility for own professional development, including time management issues.

Quality Assurance

- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.
- Ensure the effective operation of quality control systems.
- Contribute to the school procedures for lesson observation. Implement school quality assurance procedures and to ensure adherence to those as delegated by the Headteacher.
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.



- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.

Management Information

- Make explicit to all stakeholders the school's high expectations that all students can succeed.
- Seek and use national, local and school data, OfSTED evidence and research findings in professional and school development.
- Provide information to support the school's SEF.
- Ensure the maintenance of accurate and up-to-date information on the management information system.
- Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- Assist in the use of performance data analyses and evaluations.
- Produce reports on examination performance, including the use of value-added data.
- Provide the Headteacher and the Local Governing Body with information relating to delegated areas of responsibility concerning performance and developments.
- Account for the efficiency and effectiveness of the delegated areas of responsibility to the Headteacher, Local Governing Body and other relevant stakeholders.

Communication and Liaison

- Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.

- Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- Liaise with partner schools, further education and external agencies related to student welfare and achievement.
- Chair reviews, case conferences and meetings, as delegated.
- Judge when to make decisions, and when to consult with others, including external agencies.
- Assist the Headteacher in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Governing Body.
- Support the Headteacher in ensuring that parents and students are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- Contribute to communication and liaison events.

Management of Resources

- Assist the Headteacher to recruit staff of the highest quality.
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- Advise the Headteacher and Local Governing Body of likely priorities for expenditure.
- Support the Headteacher in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.



Pastoral System

- Support the Headteacher in ensuring that effective mentoring systems are in place to support student progress and achievement.
- Support the monitoring of student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- As delegated by the Headteacher, lead and manage teams of managers to develop and implement pastoral systems.
- Contribute to the Personal Development Curriculum according to the school policy.
- Implement the behaviour management policy so that effective learning can take place.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive values and vision and encouraging staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

Person specification

Qualifications and Training

Educated to degree level

- Has qualified teacher status as defined by the DFE
- Evidence of recent relevant professional development in preparation for Senior Leadership

Knowledge and Experience

- Successfully, led, planned, managed and evaluated change which has had a significant impact at whole school level
- Demonstrate the ability to work strategically and successfully at a middle leadership or senior leadership level
- Experience as a Middle Leader /Assistant Headteacher or equivalent
- Working successfully with other education partners and providers
- Demonstrate outstanding, sustained and successful experience as a teacher
- An outstanding practitioner with a proven track record of delivering outstanding pupil outcomes in your own teaching groups
- Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision
- Experience of developing and sustaining a learning culture that has pupil well-being and development at its core, including high expectations and standards of achievement
- Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and wellbeing
- Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance
- Know how to promote an open, fair and equitable culture



- Understand the significance of interpersonal relationships and strategies for promoting individual and team development
 - Understand how to sustain effective organisational structures, systems, policies and procedures
 - Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitor their implementation
 - Experience of holding individuals, teams and whole school to account for pupil learning outcomes
 - Show a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor and evaluate and improve aspects of the school, including challenging poor performance
 - Demonstrate a clear understanding of the principles and practice of quality assurance systems, including school review, self - evaluation and performance management and have experience of these
 - Experience of strategies that encourage parents and carers to support their son/daughter's learning
 - Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils
- Ability to liaise with different groups to achieve a positive outcome
 - The ability to think analytically and creatively and demonstrate initiative in solving problems
 - Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales

Personal Skills & Attributes

- The ability to inspire, challenge, motivate and empower teams and individuals to achieve high standards
- Demonstrate personal and professional integrity, including modelling the schools values and vision
- Demonstrate a capacity for sustained hard work with energy and vigour
- Demonstrate resilience and optimism
- The ability to prioritise, plan and organise themselves and others
- Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to young people
- Be self-critical and reflective on own practice

