

Assistant Headteacher
(Leadership Scale L6-L12)

Job Description Core Purpose

The Assistant Headteacher shall play a major role under the overall direction of the Headteacher in;

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement;

The Assistant Headteacher shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher.

Principle Accountabilities

Management

- *Being the Designated Safeguarding Lead for the School*
- *Supporting in setting the culture and ethos of the school*
- *Leading the behaviour improvement work*
- *Leading the attendance improvement work*
- *Leading a number of different student support teams including the Pastoral Support leader, the SEMH HLTA and the MDA team*

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as the designated professional lead for Safeguarding
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.
- Liaising with key staff linked to behaviour and attendance

Specific Duties

Teaching

- Participate in arrangements for preparing pupils for transitions and end of Key Stage Assessments
- Implement protocols to support students with behaviour for learning through pastoral and academic resources.
- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.
- Design schemes to support students and staff to maximise participation in safe learning

Management of staff and resources

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.