

290 Reservoir Road

Erdington

Birmingham

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**Job description: Assistant Headteacher**

**Job details**

**Salary:** Leadership scale L11 to L15 **Contract type:** full-time, permanent

**Reporting to:** Headteacher

**Responsible for**: TBC

**Main purpose**

The assistant headteacher will support the headteacher and deputy headteacher in:

* Communicating the school’s vision compellingly and supporting the headteacher’s strategic leadership
* The day-to-day management of the school
* 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 headteacher will also have a timetabled teaching commitment of approximately 5 hours per week, complying with the Teachers’ Standards and modelling best practice for others.

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

**Qualities**

The assistant headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Be committed to their own professional development and support the development of others

**Duties and responsibilities**

**School culture and behaviour**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s good behaviour and discipline policy
* Work within a framework of all school policies and procedures

**Teaching, curriculum and assessment**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and sustain high-quality teaching across subjects, pathways and key stages, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including other leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

**Additional and special educational needs and disabilities**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Make sure the school works effectively with parents, carers and professionals to remove barriers to education provide timely support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).

**Organisational management and school improvement**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented

**Staff management and professional development**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Manage the performance of others, including carrying out appraisals and holding staff to account to their performance
* Manage staff well with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs

**Governance, accountability and working in partnership**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

* Work with the governing board as appropriate
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
* Provide reports and information to the committees of the governing board to allow challenge and scrutiny

**Other areas of responsibility**

The assistant headteacher will take on additional, specific areas of school leadership to be determined on an annual basis. Leadership responsibilities could be in any area of school leadership and the flexibility to take on roles attached to the quality of education personal development or behaviour and welfare is expected.

*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 headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role at the discretion of the headteacher.*

**Person specification**

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * Evidence of recent professional development in preparation for a leadership role (eg NPQ) |
| **Experience** | * Leadership and management experience in a school * Teaching experience * Involvement in school self-evaluation and development planning and evidence of impact * Line management experience * Demonstrable experience of successful line management and staff development * Experience of challenging and managing poor performance to secure improvement * Experience of contributing to reports/meetings of the governing board |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Understanding of school finance/budgets * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Knowledge of governance and school improvement |
| **Personal qualities** | * 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, ensuring that personal beliefs are not expressed in ways that exploit the position. * Commitment to own personal development * Willingness to be flexible take responsibility any area of school leadership * Willingness to carry out school improvement support at other schools if required |

**Notes:**

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

**Last review date:** November 2022

**Next review date:** September 2023

**Line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**