Park Lane School

Job description: Assistant Head Teacher

# Job details

**Salary:** L7 (£57,831)- L11 (£63,815)

**Contract type:** Full-time

**Reporting to:** Deputy Head / Head Teacher

**Responsible for**: Leading and managing the school to support the Head Teacher – Secondary and Sixth Form Lead

# **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 meeting the school’s aims and objectives

The assistant headteacher will also have a timetabled teaching commitment of 60% complying with the Teachers’ Standards and modelling best practice for others.

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

# **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 to prepare pupils for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on school policy and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
* To follow the school policy in all aspects of safeguarding.

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 and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject 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
* To lead maths across the school
* To lead the Secondary and Sixth Form phases
* Be the exams officer across the school
* Provide training and support for teachers and support staff on administering the external accreditation systems effectively.

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 and efficiently
* 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 school improvement strategies are effectively implemented
* To oversee the work which is carried out on behalf of the School Council.

Staff management and professional development

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

* Be responsible for the performance management process for all support staff across the school.
* Manage staff well, with due attention to workload
* 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
* Make sure 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