

## **Job description: Assistant Headteacher Personal Development (4-16)**

### **Job details**

**Salary:** L5 – L10

**Hours:** 37.5

**Contract type:** Full Time, Permanent

**Reporting to:** Co-Head Teacher(s)

### **Main purpose**

The Assistant Headteacher, under the guidance of the Executive Headteacher and co-Headteachers (Primary and Secondary), will have a pivotal role in moulding and evaluating strategies for personal development within the school community. This encompasses staying abreast of contemporary approaches to personal growth and adapting the school's methods accordingly.

Their primary objective will be to elevate the standard of teaching and learning through adept personal development practices, tailored to meet the requirements of every student. This entails offering ongoing opportunities for professional growth to both teaching and support staff, and ensuring that the assistance provided yields favourable results.

### **Qualities**

The Assistant Head Teacher 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

### **Duties and responsibilities**

#### **Core Duties**

Under the guidance of the co-head Teachers, the Assistant Head will:

- Cultivate positive habits and strive for continuous personal growth in various aspects of life.
- Foster an inclusive mindset, embracing diversity and actively promoting positive interactions and behaviours.
- Exhibit leadership qualities by inspiring others and encouraging their development, possibly by leading discussions or workshops.
- Serve as a role model by embodying desired traits and actively supporting others in their personal growth journeys.

- Collaborate effectively with peers and mentors, participating in discussions and activities aimed at assessing, revising, and improving personal development strategies and standards.

Individuals will also be open to engaging in additional personal development initiatives or tasks as requested by their mentors or coaches.

### **Specific duties and responsibilities**

- > Advocate effectively for the holistic development of all students, ensuring their perspectives and needs are acknowledged and valued in school initiatives.
- > Actively foster an inclusive and welcoming atmosphere within the classroom and school environment, promoting diversity and acceptance.
- > Encourage collaborative engagement among students, while inspiring and nurturing their self-confidence across various activities.
- > Support the establishment and application of inclusive policies and approaches, particularly concerning student growth and development.
- > Maintain accurate documentation of student progress and individual needs, facilitating a thorough understanding of their developmental journey.
- > Assess students comprehensively to identify a spectrum of challenges and opportunities for growth.
- > Spearhead initiatives to accurately assess students' developmental trajectories, identifying any obstacles to their academic and social success.
- > Monitor the advancement of students facing challenges, ensuring meaningful progress towards their goals.
- > Contribute strategically to the school's evaluation and enhancement endeavours, aiming for continuous improvement.
- > Collaborate with diverse stakeholders and external partners as necessary, fostering synergistic relationships.
- > Cultivate strong partnerships with parents to support the overall growth of students.
- > Play an integral role in advancing teaching and learning practices within the school community.
- > Lead, develop, and empower the team dedicated to supporting student development.
- > Uphold the quality of support services through ongoing assessment and transparent reporting.
- > Guide staff in implementing effective strategies to enhance teaching for students facing challenges.
- > Mentor and coach colleagues to elevate their teaching methodologies.
- > Cultivate a supportive environment where staff can learn from each other, fostering continuous improvement in teaching practices.
- > Deliver exemplary lessons and share effective approaches to bolster staff development.
- > Contribute to the planning and execution of intervention programs, monitoring their efficacy over time.
- > Adhere strictly to policies and protocols concerning child welfare, health, safety, and confidentiality, promptly reporting any concerns
- > Contribute positively to the school's ethos by embodying cooperative values.

> Fulfil supervision responsibilities as assigned, ensuring a safe and conducive learning environment.

> Serve as a role model for professional conduct and attitudes, upholding the highest standards of behaviour and appearance across the school community.

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.

**Person specification**  
**Assistant Headteacher Personal Development**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• A Graduate with QTS.</li><li>• Evidence of additional recent and continuing professional development</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Successful teaching experience in the primary or secondary phase - evidence of being a consistently good/outstanding teacher</li><li>• Experience of managing and leading on aspects of personal development</li><li>• Successful experience of working collaboratively.</li><li>• An understanding of monitoring, evaluating and improving student progress</li><li>• Experience of successfully challenging underperformance of staff and students</li><li>• Successful experience of implementing strategies to improve student progress and attainment and to remove barriers to learning</li><li>• Successful experience of working as part of a team to manage change in an educational setting</li><li>• Experience of successfully leading teams</li><li>• Experience of working with outside agencies in order to promote student behaviour</li><li>• Experience of developing and sharing effective learning and teaching strategies and differentiation across the curriculum.</li></ul>

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent subject knowledge and awareness of the latest initiatives relating to personal development provision</li> <li>• A secure understanding of how to develop and improve teaching and the contribution it makes to school improvement</li> <li>• High level of communication, organisational and management skills</li> <li>• The ability to translate vision into practice.</li> <li>• An understanding of issues related to improving the quality of teaching for all students</li> <li>• An understanding of strategies to improve behaviour for learning for students with SEND in a comprehensive, mainstream setting</li> <li>• An understanding of developing effective intervention strategies for students with SEND in order to improve progress.</li> <li>• An understanding of factors supporting school improvement, how to secure and sustain effective learning and progress throughout the college.</li> <li>• Knowledge of inclusivity and a commitment to learn about all Liverpool's communities.</li> <li>• An understanding of current educational issues and relevant legislation relating to personal development</li> <li>• Skilled in the use of ICT and possessing understanding of its potential contribution to school provision and improvement.</li> <li>• A working understanding of the inspection framework and its implications for school leadership.</li> <li>• Experience of leading high performing teams and managing a team</li> <li>• The ability to inspire /lead and promote the behaviour team and be the influential advocate for our students</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A pro-active, energetic and enthusiastic leader</li> <li>• Have professional capacity and knowledge of effective approaches to the development of pupils social and emotional health to contribute to improving teaching</li> <li>• The ability to understand complex matters holistically and develop strategy to make coherence</li> <li>• Emotional intelligence with the ability to recognise and manage stress in self and others</li> <li>• Confidence and credibility based on experience and knowledge of various issues and associated strategies to support with the development of pupils</li> <li>• Commitment to learning and professional development in self and others</li> <li>• Commitment to safeguarding young people</li> <li>• Resilience, self-motivation, stamina and the ability to undertake a variety of roles in a pressurised and demanding context.</li> <li>• Openness and resilience to educational change</li> </ul>

**Notes:**

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

Last review date:26.03.24