



## **Assistant Headteacher Job Description Salary L17 – 21**

**Line Manager:** Head Teacher, Rachel McGowan.

**Core areas of Leadership, Direction and line Management:**

To be confirmed once appointed.

**Overview:**

The role of the Assistant Head Teacher is crucial in ensuring the creation of an environment in which students and staff can learn and thrive together. As a member of the Leadership Team the Assistant Head Teacher is expected to work alongside the Head Teacher in defining and articulating the vision and shared values for the school and then implementing the vision and ethos through planning and effective communication, ensuring that the views and opinions of stakeholders are sought as appropriate. The school aims to ensure that Leadership is developed at all levels, with creativity, autonomy and innovation positively encouraged. It is expected at the level of Assistant Headship that the post holder can demonstrate Level 5 Leadership as well as demonstrate outstanding management skills by working closely with individuals and teams to develop policy and practice that will achieve superb outcomes and contribute to Plashet sustaining its position in the top 2% of schools nationally.

**Purpose:** To carry out the functions of a teacher at Plashet School in accordance with the stated aims and objectives of the school. These include the following list of duties and responsibilities and any other duties as may reasonably be expected.

- To work with the Head Teacher and other members of the Leadership Team to provide efficient and effective leadership and management within Plashet School.
- To be a leading professional in terms of pedagogy, whole school profile and the core areas of Leadership, Direction and Line Management.
- To depute, when appropriate, for other members of the Leadership Team, including the Head Teacher, in the discharge of their duties.
- To carry out the functions of a subject specialist teacher at Plashet School.
- To carry out responsibilities in conjunction with the range of duties and responsibilities as set out in parts X and XII of the School Teachers' Pay and Conditions document.
- Being a highly visible presence around the school, including daily morning gate, lesson changeovers, lunchtime & after school duties.
- Cultivating a safe and positive climate of behaviour & learning in all areas.
- Contribute to excellent student discipline, involvement in re-admission interviews, monitoring students and associated work with parents.
- Contribute to excellent student attendance, involvement in monitoring students and associated work with parents.
- Undertaking fortnightly line management and being a constant quality assurer of pedagogy.
- Lead/support assemblies.
- Lead/support examinations.
- Lead/support after school and holiday additional learning sessions.
- Being an Appraisal lead as well as supporting middle leaders you line manage.
- Lead staff training, learning & development sessions.
- Be the face of the school at events both on & off-site.
- Contribute to school effectiveness, evaluation and improvement, including contributions to School Improvement Plan/Self-Evaluation and Self-Review processes.
- Involvement in collaboration with other educational establishments as well as non-educational partners.

It is the expectation within the Leadership Team that colleagues will wish to broaden and develop their areas of expertise and experience. Accordingly, your portfolio will change from year-to-year as deemed necessary by the Head Teacher to allow you to do this.

## **Principal Duties and Responsibilities**

Specific duties relating to the successful candidates' portfolio of responsibilities will be agreed once appointed.

- Share with the Leadership Team in determining the vision and direction of the school and securing whole school improvement. This includes the development and follow-through on the school improvement plan and associated subject and pastoral improvement plans.
- Share with the Head Teacher and Leadership Team in providing a high quality provision that will result in achievement being raised across the school.
- Assist the Head Teacher in updating and presenting, to the Governing Board, policies in designated areas of responsibility and implement strategies for the efficient running of the school within the policies adopted by the Governing Board.
- Identify challenges and expectations of leadership in designated areas of responsibility and take the lead in developments & improvements to enable the school to meet changing needs.
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change/improvement in designated areas of responsibility.
- Contribute to and promote the welfare, personal well-being and care of students with regard to safeguarding and child protection procedures.
- Ensure the safety, security and welfare of staff.
- To Line Manage Curriculum areas as well as a pastoral cohort, ensuring that there is an ongoing supportive and developmental agenda.
- To participate in the School's Appraisal practices and undertake the annual appraisal cycle with designated members of staff.
- To Line Manage designated support staff and carry out support staff appraisal in line with whole school policy.
- To assist with the marketing of the school, organising key events as appropriate and acting as an ambassador for the school at high profile functions.
- Assist with whole school data analysis to determine how well the school is performing.
- Contribute to the whole school self-evaluation and review process.
- Organise and assist in the delivery of parental and information evenings.
- Contribute to the gathering and collation of stakeholder views.
- Contribute to the duty systems around the school on a day-to-day basis.
- In conjunction with the Head Teacher take responsibility for your personal professional development, keeping up-to-date with research and development within the educational sector.
- Undertake any necessary professional development as identified in the School Improvement Plan and in particular related to specific areas of responsibility.
- To carry out the duties defined in the Plashet Core Job Description.
- To carry out any other responsibilities as reasonably requested by the Head Teacher.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy.
- Support the aims and ethos of the school.
- Promote and model good relationships with students, colleagues, parents and visitors.
- To adhere to the Staff Code of Conduct.
- The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies and Code of Conduct.

These duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.