



Job details

Job title: Assistant headteacher

Salary: £49,019 - £54,091

Hours: Full Time

Contract type: Permanent

Reporting to: Headteacher

Main purpose

The assistant headteacher, under the direction of the headteacher, will take a role in:

- Being the Lead on safeguarding and the pastoral support for students
- Formulating the aims and objectives of the school
- Support the implementation of whole school policies and procedures for example inclusion, behaviour management
- Monitor the progress and well-being of students and liaise with Pastoral Leads
- Ensure the maintenance and accurate up-to-date pastoral records
- Monitoring progress towards the achievement of the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment 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 or Deputy Headteacher.

Duties and responsibilities

Leadership

Under the direction of the headteacher or deputy headteacher:

- Support the headteacher and deputy headteacher in the day-to-day management of the school
- Lead on student's welfare
- Promote the school's vision enthusiastically and support the headteacher's strategic leadership
- Lead by example, focusing on providing excellent outcomes for all pupils
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the headteacher or deputy headteacher:

- Assist with the selection and recruitment of new teaching and support staff

- Contribute to Performance Management of staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos which supports, challenges and motivates individuals to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities
- Line manage the Pastoral Phase Leaders

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support distribution of leadership throughout the school

Student Pastoral Support and Welfare

- Lead on the whole-school
- Keep up to date with accepted best practice in the field of curriculum and assessment, providing advice to others
- Provide training and support for teachers and support staff on child protection

Other responsibilities

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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, as directed by the headteacher.

Closing Date:

Interview Date:

Person specification

Criteria	Qualities	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree 	<ul style="list-style-type: none"> • Professional development in preparation for a leadership role • SENCO Qualification
Experience	<ul style="list-style-type: none"> • Leadership and management experience in a school • Teaching experience (minimum 5 years' experience) • Experience of working with children with SEND • Experience of curriculum development and management of resources at a senior level 	<ul style="list-style-type: none"> • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Training in SEN • Experience of Policy development
Skills and knowledge	<ul style="list-style-type: none"> • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> • Understanding of school finances • Ability to use ICT to support the curriculum effectively
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Able to develop and maintain good relationships with staff, parents, pupils, governors and the community • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 	<ul style="list-style-type: none"> • Well-developed listening and conflict resolution skills • Coaching skills • Ability to stay calm and level headed in difficult and stressful situations

Notes:

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

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
