



Assistant Headteacher Role Description

2021-22

Post Title: Assistant Headteacher

Salary: L14 – L18

Purpose:

To support and assist the Headteacher and Deputies in providing dynamic and professional leadership for the school, ensuring high-quality education for all students and high-quality professional learning for all teaching staff. To provide strategic leadership, under the direction of the headteacher, in formulating the aims and objectives of the school. Establishing the policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the school and monitoring progress towards their achievement.

Reporting to: Headteacher & Deputy Headteachers

Managing: 2 Heads of Departments and 1 Head of Year

Working time: Full Time

Disclosure level: Enhanced

Main Responsibilities:

- These will be negotiated to reflect the strengths, experience and aspirations of the person appointed. We are looking for the right colleagues for our school, one to lead in aspects of curriculum and the other to lead in aspects of behaviour and pastoral care. Individual areas of responsibility for the posts will be negotiated within the context of the whole leadership team. The successful candidate will be appointed to assist the Headteacher by:

Qualities and Knowledge:

1. Holding and articulating, to a wide audience of stakeholders, clear values and moral purpose, focused on providing a world-class education for our students.
2. Demonstrating optimistic personal behaviour, positive relationships and attitudes towards our students and staff, and towards parents, governors and members of the local community.
3. Leading by example – with integrity, creativity, resilience, and clarity – drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustaining wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursuing continuous professional development.
5. Communicating compellingly the school's vision and driving the strategic leadership, empowering all pupils and staff to excel.



Pupils and Staff

6. Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
7. Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
8. Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
9. Holding staff to account for their professional conduct and practice.

Systems and Processes

10. Ensuring that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
11. Providing a safe, calm and well-ordered environment for all students and staff, focussed on safeguarding students and developing their exemplary behaviour in school and in the wider society.
12. Establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
13. Distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
14. Creating an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
15. Developing effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
16. Challenging educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research.
17. Shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
18. Inspiring and influencing others – within and beyond the school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Job Description is not necessarily a comprehensive definition of the post as it might be subject to modification or amendments at the discretion of the Headteacher.