



SIR JOHN NELTHORPE SCHOOL

RESPECT - RESILIENCE - INTEGRITY



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Assistant Headteacher
<b>Scale:</b>	Leadership Scale 12 - 16
<b>Purpose of role:</b>	<ul style="list-style-type: none"> <li>• To carry out the duties of an Assistant Headteacher</li> <li>• To promote the ethos of the School</li> <li>• To provide high quality strategic and operational leadership, at all times</li> <li>• To ensure that ALL pupils have access to the highest standards of learning and teaching</li> <li>• To play an active role in the maintenance of excellent standards of dress &amp; behaviour, throughout the school</li> <li>• To be fully accountable for the performance and well-being of a significant number of staff and pupils.</li> </ul>
<b>Line Manager:</b>	Headteacher
<b>Main leadership duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To assist the Headteacher and Deputy Headteacher, as required</li> <li>• To adopt a proactive role in all aspects of strategic and operational planning</li> <li>• To participate in all aspects of school policy making</li> <li>• To support the delivery of the school's self-evaluation procedures, including monitoring and evaluating outcomes</li> <li>• To be a Performance Management team leader of linked faculties and/or key stages</li> <li>• To participate in the supervisory duty system, including lunchtimes</li> <li>• To share responsibility with the Headteacher for oversight of the school and full-time support staff during pupil closure periods</li> <li>• To attend Governors' meetings to assist the Governors in the discharge of their statutory responsibilities</li> <li>• To participate in the organisation and delivery of the Collective Act of Worship</li> <li>• To agree and support the achievement of pupil progress targets in order to make a measurable contribution to whole school targets</li> <li>• To provide regular feedback for teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact in pupils' progress</li> <li>• To support and assist staff to ensure they understand, and are actively implementing, the key aspects of the School's behaviour and inclusion policies</li> <li>• To lead, develop and enhance the teaching practice of others by monitoring, evaluating, supporting, guiding and target setting</li> <li>• To secure positive attitudes towards health and well-being</li> </ul>



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<b>Duties specific to the post</b>	See Appendix A	
<b>Finance and resources</b>  <b>Supervision</b>  <b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Supervises and monitors the quality and quantity of the day-to-day work of a significant number of teaching and support staff within the school</li> <li>• Management of a delegated budget</li> <li>• Management of a significant number of staff (teaching and support)</li> <li>• Management of physical resources within a designated area.</li> </ul>	
<p><b>Other duties</b> - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		
<p>Person specification          How measured during the recruitment process:          A = Application Form, R = Reference, I = Interview, T=Task, P= Presentation</p>		
	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of DfE, School Policies and Procedures (A/I)</li> <li>• As listed in the current Teacher Standards</li> <li>• Exemplary classroom practitioner (R)</li> <li>• Interpersonal skills/people management (R)</li> <li>• Leadership/management of staff &amp; resources (A, I, R)</li> <li>• Communication - IT, written &amp; verbal (A, I, P)</li> <li>• Monitoring and evaluation of lessons (A, I, R, T)</li> <li>• Proven record of achievement (R)</li> </ul>	<ul style="list-style-type: none"> <li>• Budget management (I)</li> </ul>



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	Essential	Desirable
<p><b>Knowledge and understanding</b></p>	<ul style="list-style-type: none"> <li>• Understanding of role of Assistant Headteacher (A)</li> <li>• Clear vision &amp; developed philosophy to include equal opportunities (A)</li> <li>• Self-evaluation (A, I)</li> <li>• Assessment &amp; Data Analysis (A, I, T)</li> <li>• Current educational initiatives &amp; legislation (A, I)</li> <li>• Role of Governing Body (A, I)</li> <li>• Continuous Professional Development (A,I)</li> <li>• Performance Management (A, I)</li> <li>• Collaborative working, including partner schools (A, I)</li> </ul>	<ul style="list-style-type: none"> <li>• Finance &amp; Personnel issues (A, I)</li> <li>• Health and Safety issues (A, I)</li> <li>• Special Needs (A, I)</li> <li>• Curriculum &amp; Timetabling issues (A, I)</li> </ul>
<p><b>Experience</b></p> <p><b>Qualifications</b></p> <p><b>Working arrangements</b></p>	<ul style="list-style-type: none"> <li>• Whole school leadership &amp; management responsibilities in the secondary phase, evidenced by a proven record of achievement (A)</li> <li>• A relevant first degree</li> <li>• Qualified Teacher Status (A)</li> <li>• Recent &amp; relevant long or short course experience (A)</li> <li>• Exemplary attendance record (A, R)</li> <li>• Committed to:               <ol style="list-style-type: none"> <li>i) Raising attainment for ALL pupils (A, I)</li> <li>ii) Rigorous performance management (A, I)</li> <li>iii) Professional development of ALL staff, including self aspiration for future promotion (Deputy Headteacher) (A, I)</li> <li>iv) Embracing and facilitating change (A, I)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• NPQH/NPQSL or willingness to undertake</li> </ul>



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	Essential	Desirable
<b>Experience</b> <b>Qualifications</b> <b>Working arrangements</b>	<ul style="list-style-type: none"><li>v) Community liaison including parental involvement (A, I)</li><li>• Meet the requirements of the Disclosure &amp; Barring Service</li></ul>	
<p><b>Other Duties</b> - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.</p>		