



JOB DESCRIPTION

Title: Assistant Headteacher - Ethos, Personal Development & Culture

Grade: Leadership Pay Spine – L10 – L14

Job Purpose:

To support the pastoral system and safeguarding throughout the Academy.

To be responsible for implementing, monitoring and evaluating systems to promote excellent behaviour and attendance.

Assistant Headteachers will deputise for the Deputy Headteacher in their absence.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Main duties and responsibilities:

- To assist in monitoring and developing the effectiveness of all aspects and dimensions of the Pastoral system throughout the Academy.
- To work closely with relevant administrative staff who will be important in helping the post holder fulfil the different strategic aspects of the role.
- To create systems which have the child's welfare and progress at the centre and which are linked to national priorities.
- To ensure that every child has the necessary support and guidance to realise their potential.
- To promote positive behaviour and a culture and ethos in line with our school's values
- To lead on improving attendance across the school.
- To lead and evaluate the system of whole-school reward systems.
- To run the whole-school councils and feedback to LT and the school governors.
- To support pastoral guidance and interventions.
- To liaise with parents and the wider community where needed.
- To liaise with other agencies which support the child and the family.
- To model and support the development of excellent teaching and learning.
- To line manage other individuals in line with the Academy needs.

In addition, all senior leaders:

- To contribute fully to self-evaluation and improvement planning.
- To work with other senior leaders in administering the annual quality assurance and self-evaluation cycle.
- To maintain an up to date knowledge and understanding of all national changes relating to safeguarding, behaviour and attendance to meet statutory requirements and to meet the needs of all learners at the academy.
- To analyse data from a variety of sources and present this to a variety of audiences including governors, staff, students and parents. Examples of such presentations include; behaviour and attendance data including progress point data, ClassCharts analysis and Ofsted IDSR._

- To assist in keeping the Leadership Team, Middle Leaders, Staff, Governors and Directors fully informed of relevant national changes and data relating to safeguarding, behaviour and attendance.
- To undertake line management responsibilities across the Academy including appraisal, coaching and lesson observations.
- To ensure effective and timely communication/consultation, as appropriate, with governors, LT, teaching staff, support agencies and the parents of students.
- To model and support the development of excellent teaching and learning, which is a requirement for all senior leaders.
- To act as an excellent role model for staff and students and to support other senior team colleagues in the day to day running of the school.
- To uphold school values, lead staff training and contribute to the delivery of assemblies.
- This work will require the post holder to be fully trained, or be willing to be trained, in Child Protection to a Level 3
- To undergo safer recruitment training with updates and, where relevant, to lead both the application and interview process for prospective candidates.

All staff are expected to uphold the academy values and be an excellent role model for staff and students.

Additional Responsibilities:

- To attend relevant in-service training.
- Act as an Appraiser and source of advice for other appraisers.
- To be aware of confidential issues linked to home/student/teacher/school work and to respect the need for confidentiality appropriately.
- Assume other responsibilities as the Headteacher may from time to time delegate.

Qualifications and Experience:

- Professional Qualifications QTS and a Graduate
- Knowledge and management of whole school issues at LT level
- Leadership experience at middle leader level

Hours of work

Full time, in accordance with the Leadership group spine

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is site based but may include visiting schools within the Trust for meetings and to support schools.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

General Expectations

Develop and maintain working relationships with other professionals.
Contribute to the management of student behaviour and security.

Review and develop own professional practice.

Expectations of Jobholder

Be aware of and comply with Trust policies as well as individual academy policies and procedures.

Be committed to safeguarding and promoting the welfare of children and young people.

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

Undertake such other duties as are commensurate with the grade of the post.

Responsible to

Deputy Headteacher.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Assistant Headteacher

Assessment criteria	Essential	Desirable
Qualifications	<p>Qualified teacher status</p> <p>Degree</p> <p>Professional development in preparation for a leadership role. e.g. experience in leading a team from senior or middle leadership role.</p>	
Work related experience and associated vocational training	<p>Successful leadership and management experience in an academy</p> <p>Teaching experience</p> <p>Involvement in academy self-evaluation and development planning</p>	<p>Line management experience</p> <p>Experience of contributing to staff development</p>
Job related skills	<p>Data analysis skills, and the ability to use data to set targets and identify weaknesses</p> <p>Understanding of high-quality teaching, and the ability to model this for others and support others to improve</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships</p>	
Personal skills	<p>A commitment to getting the best outcomes for all students and promoting the ethos and values of the academy.</p> <p>Ability to work under pressure and prioritise effectively.</p>	

	<p>Commitment to maintaining confidentiality at all times.</p> <p>Commitment to safeguarding, inclusion and equality.</p>	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	