BREDON HILL ACADEMY

Assistant Headteacher

Salary Range: Leadership 5 - 8

ROLES & RESPONSIBILITIES

***This is an evolving role and can be adapted to suit strengths and leadership interests.***

**Job Purpose:**

* To fulfil the role of Assistant Headteacher and to carry out duties assigned by the Headteacher.
* To manage and lead assessment and reporting in school.
* To lead on the strategic analysis of data and link directly to pupil outcomes and needs.

**Teaching Responsibilities:**

* To provide high quality teaching.
* To be a leading classroom practitioner, thereby inspiring, motivating and supporting pupils and staff.
* To work with other members of the Senior Leadership Team to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.

**Assistant Headteacher Responsibilities:**

* Lead assessment and reporting across the school.
* Use and co-ordinate data to drive school improvement.
* Co-ordinate cover.
* Oversee attendance.
* Lead on parental engagement.
* Oversee extra-curricular opportunities.
* Plan and co-ordinate the Enrichment curriculum.
* Organise, manage and report on Pupil Premium Funding.
* Monitor, manage and report on Primary Sport Funding.
* Monitor school website, ensuring it meets statutory requirement.
* Teach up to a 50% timetable.

**Senior Leadership Responsibilities:**

* Promote the school’s vision.
* Monitor and evaluate teaching and learning with the Senior Leadership Team.
* Academy improvement planning.
* Performance Development of others.
* Attend governor meetings when required.
* Lead assemblies.
* Lead subject development reviews and line manage specified departments.

The Assistant Headteacher will be expected to comply with any reasonable requests from the Headteacher to undertake work of a similar level that is not specified within this job description.

September 2024