



ASSISTANT HEADTEACHER

JOB DESCRIPTION

Post Title: Assistant Headteacher

Salary Scale: L3 to L5

Responsible to: Head Teacher

Purpose of Job: To have a strategic overview of the Trust and Academy's vision, ethos, development and improvement and assist the Headteacher in the management and leadership of the Academy and in deciding the priorities of the Academy.

The following information is provided to help staff and those people considering joining Leading Learners Multi Academy Trust to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
2. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Employees are required to comply with all current equality policies in terms of equal opportunity for employment.
4. Leading Learners Multi Academy Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Duties and Responsibilities

- Actively assist the Headteacher and the other members of the Leadership Team, in developing the culture of learning throughout the Academy
- Be an excellent practitioner who is an example to staff, pupils and parents/carers
- Support the Headteacher in monitoring performance across the Academy and to ensure that all children are learning, progressing and meeting their potential
- In accordance with the Academy's Behaviour Policy, to take the lead in the management of the good conduct and behaviour of children and assist with the promotion of good order in the academy
- As a senior leader, lead and co-ordinate the work of all middle leaders; being responsible for the quality of learning, pupil progress, standards and staff performance
- Use raising standards as the basis for monitoring teaching and learning, planning, pupils' work, progress and behaviour

- To prepare progress reports and make presentations to the Governors and Trustees as appropriate
- Lead, develop and monitor effective continuity and progression arrangements for the transition of pupils to/from phases, including transition arrangements to secondary school
- Lead, co-ordinate and monitor the Academy's curriculum
- Make a substantial contribution to the success and well-being of the Academy
- Deputise for the Headteacher in their absence
- Carry out the duties of a teacher as set out in paragraphs 73 to 79 (inclusive) of the Schoolteachers' Pay and Conditions Document 2008. In addition you are required to carry out the Professional duties of an Assistant Principal as set out in paragraphs 65 to 67 of the 2008 Document
- Encompass the five key areas of school leadership, under the direction of the Headteacher
 - Strategic direction and development of the academy
 - Learning and teaching
 - Leading and managing staff
 - Efficient and effective deployment of staff and resources
 - Accountability

Strategic Direction and Development of the Academy

As part of the Leadership Team, the Assistant Headteacher will assist the Headteacher to:

- Develop a strategic view of academy improvement and the raising of standards in pupil's attainment and progress
- Analyse and plan for the academy future needs and further improvements; identifying and meeting priorities and targets within the local and national context, taking into account appropriate data
- Play a leading role in formulating and implanting a positive learning ethos within the academy vision and aims which secures effective learning and teaching in partnership with the staff team

Teaching and Learning

As part of the Leadership Team, the Assistant Headteacher will assist the Headteacher to:

- Secure and sustain effective learning and teaching throughout the Academy, by the Assistant Headteacher modelling excellent classroom practice
- Play a leading role in the development of high standards of classroom organisation and learning environments
- Promote a culture of learning and reflective practice
- Monitor, evaluate and review the quality of learning and teaching and standards of children's achievements and identify strategies for improvement in liaison with staff
- Keep up-to-date with how ICT can be used to support the teaching and learning and disseminate this good practice to staff
- Take a leading role in the implementation of the behaviour management and policy throughout the Academy, acting as a point of referral for staff in dealing with discipline
- Create and promote positive strategies for equal opportunities throughout the learning community
- Develop an effective partnership with parents/carers and the wider community, supporting and enriching vulnerable children's learning

Leadership and Management

As part of the Leadership Team, the Assistant Headteacher will assist the Headteacher:

- Motivate, support, challenge and develop staff to ensure Academy improvement
- Maximise and value the contribution of staff to improve the quality of learning and teaching
- Lead and manage the Academy's behavior management system

Deployment of Resources

As part of the Leadership Team, the Assistant Headteacher will assist the Headteacher to:

- Work with members of the Leadership Team to deploy all staff effectively in order to improve learning and teaching
- Maintain and develop the recruitment and retention of staff
- Mentor and coach staff
- Ensure that resources are deployed effectively in order to secure best value for and high standards in learning and teaching

Accountability

As part of the Leadership Team, the Assistant Headteacher will assist the Headteacher to:

- Supervise the work of teaching and non-teaching staff relevant to their responsibilities
- Ensure equality of opportunity for all through the Academy's policies, procedures and practices
- Develop an organisation in which all staff recognize that they are accountable for the success of the Academy
- Ensure good relations with parents/carers and other stakeholders

The above duties are neither exclusive nor exhaustive and the Assistant Headteacher may be required by the Headteacher to carry out other appropriate duties within the grading level of the post and the competence of the postholder.