



Job Description

Assistant Headteacher



Job Category: **Teaching - Leadership**

Reports to: Head Teacher

Line manages: **Role names or NA**

Purpose of the Role

The role will require the post-holder to work in partnership with the head teacher and Senior Leadership Team (SLT) members to support the effective day to day running of the school. An Assistant Headteacher will ensure the school provides the most effective environment to provide outstanding care and teaching and learning for our pupils. This role will oversee the strategic development of whole school areas.

Key Duties and Responsibilities

Directing the Organisation

- To set and drive high standards throughout the school.
- To lead a designated or number of designated areas of responsibility and their development across the school.
- Support and work with the SLT with regard to their roles.
- Support the Community Inclusive Trust in its drive to raise standards in their educational establishments.
- Have an impact on the educational progress of pupils across the school.
- Support the monitoring and standards within teaching, learning and assessment.
- Support staff with interventions to enable all pupils to access the curriculum and school life.
- Ensure that support is targeted, where needed, in relation to staff practice and pupil needs.
- Be a dynamic member of the SLT, attend and contribute effectively to management meetings and provide reports for the Local School Board.
- Research resources to ensure the most effective use of budgets.
- Be a team leader responsible for performance management.

Managing the Organisation

- To support the effective, day to day deployment of staff.
- To ensure the safe and effective running of the school.
- Mentor and coach colleagues to develop their roles effectively within the school.
- To support the process of ensuring that all safeguarding training is up to date and that procedures are adhered to in relation to recruitment, visitors and off-site visits.

Strengthening Community

- To support develop/maintain links within the community.
- To support the effective and appropriate communication between school and parents/carers/outside agencies and stakeholders takes place.
- To support the innovation and develop non-curricular links between the school and wider community with regards to the curricular provision.

Securing Accountability

- To ensure the accountability of subject coordinators for their specified areas.
- To ensure effective monitoring of staff.
- To follow correct procedures in ensuring that staff are held accountable for their practice.
- To ensure staff are accountable for the success and celebration of pupils' performance.
- The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.

- To ensure that the school effectively promotes the wellbeing and safety of all pupils in order to achieve maximum potential.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.