



Midsomer Norton  
Schools Partnership

Home School: Hayesfield Girls' School

## **Assistant Headteacher (Character Development) Job Description**

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**Grade:** Assistant Headteacher – Character Development (L12 – L16)

**Responsible to:** Deputy Headteacher

### **1. JOB PURPOSE**

### **2. MAIN DUTIES AND RESPONSIBILITIES**

To:

- Support the Headteacher in the leadership, management, and development of the school and its community
- Be responsible for the strategic development and leadership of students' Character Development
- Lead the management of:
  - The school's extra-curricular programme
  - Enrichment Week
  - Masterclass
  - Rewards
  - Student leadership (including School Council)
  - The House system
  - Character Development elements of Tutor Programme
  - Trips and Visits and act as the Educational Visits Coordinator
  - Parental Engagement
- Create and deploy a strategic vision for the social integration of vulnerable groups of students in the school community
- Ensure the school provides a high-quality offer of enrichment activities, in which students from all backgrounds participate in line with the school's expectations.
- Oversee the management of the school's Royal Navy CCF contingent and provide the statutory reports to the Ministry of Defence as required.

### **Key Relationships:**

- To work with the Headteacher, School Leadership Team, Governors, staff, and external parties to ensure that the vision, aims and objectives of the school are realised.

### **Areas of Responsibility:**

#### **Strategic Direction and Development of the School**

To:

- Develop, implement, and lead a strategy for student character development that develops the traits needed for students to achieve academic and personal success

- Create a vision for student leadership across the school (Y7 to Y13) that ensures that all students feel ownership of and responsibility for the development and success of their school
- Work with the Deputy Headteacher (Achievement) to ensure that the Year 7 Masterclass has a clearly defined purpose
- Further develop the school's House system to ensure a sense of community and an element of competition that encourages students to try their best in a variety of situations (academic, sporting, artistic, personal).
- Develop, implement, and lead a strategy for rewards across Y7-13
- Develop, implement, and lead the elements of the tutor programme that meets with the school's values and provides opportunities to develop character
- As the Educational Visits Coordinator, oversee the planning and organisation of Trips and Visits and ensure they all comply with the Trips and Visits Policy for the safety and enjoyment of all students and staff.

### **Teaching and Learning**

To:

- Further develop a Masterclass programme in Y7 that enables students to experience the joy of participating with others in joint purpose or endeavour
- Ensure a yearly Enrichment Week offer that is the product of consultation between staff, parents and students and is in line with the school's ethos
- Ensure all students participate in an extra-curricular programme that aims to support, extend, or enhance students' learning across the curriculum and beyond
- Work with the DHT (Pastoral) and other staff to ensure quality provision within the tutorial programme

### **Leading and Managing Staff**

To:

- Provide highly effective leadership appropriate to the needs of all staff - to lead by example and support and uphold all aspects of school ethos and policies
- Work with the Headteacher to create a community in which highly effective learning strategies are developed, disseminated, modelled, and employed consistently in the work of the school
- Implement effective strategies for the management of all staff
- Create and maintain a culture of continuous institutional self-evaluation and school improvement at team and individual staff level
- Plan, evaluate and support the work of groups of staff and evaluate outcomes
- Develop staff expertise through the identification of needs and participate in an effective programme of continuing professional development
- Lead performance management systems to engage with personal performance management requirements and those of other relevant staff
- Undertake responsibility for the line management of at least one Faculty
- Line manage the Heads of Houses to ensure high quality and consistent provision
- Line manage the school's Duke of Edinburgh Coordinator
- Contribute to school INSET, Ignite days and other sessions as required
- Provide regular training to staff so they are able to analyse performance data, identify underperformance and secure improvements
- Hold staff to account for registering students in extracurricular activities.
- Hold DOAs and tutors to account for delivering effective tutorial programme

## **Effective Deployment of Staff and Resources**

To:

- Work with Governors and colleagues to recruit high quality staff
- Deploy and develop staff to make most effective use of their skills, expertise, and experience and to ensure effective management of the school in the absence of the Headteacher
- Assist the Headteacher in the management, organisation, effective and efficient use of the School's resources
- Monitor the use of resources with a view to achieving 'best value'
- Ensure SchoolsBuddy is utilised for maximum effect with regards to tracking attendance at extra- curricular clubs
- Ensure that the extracurricular and Enrichment Week activities represent best value and reflect the needs of students
- Ensure that the school's website reflects the ethos and vision for Character Development and to keep the content accurate and current
- Contribute weekly to the School Bulletin and Staff Bulletin

## **Quality Assurance Accountabilities**

To:

- Support the aims and ethos of the school by personal example:
  - o Set a good example in terms of dress, punctuality, and attendance
  - o Attend and participate in open evenings and student performances etc
  - o Uphold the school's behaviour code and uniform regulations
  - o Participate in staff professional development activities
  - o Attend all relevant meetings
- Contribute to and further develop the Self Evaluation practices of the school
- Provide information and advice to the governing body to enable it to fulfil its responsibilities and ensure proper accountability
- Work with the Headteacher, Governors and staff to create an ethos in which all staff recognise and are accountable fulfil their accountability
- Work with the Headteacher, Governors and staff to ensure that the school meets all statutory requirements and operates in the spirit of the law as well as to the letter

## **3. QUALIFICATIONS AND EXPERIENCE**

- A Degree with Honours
- Qualified Teaching Status
- Evidence of appropriate professional development as a Middle Leader (Head of Faculty or Pastoral Team)
- A record of consistently outstanding teaching
- A range of successful teaching and leadership roles
- At least three years' experience as a middle leader
- Successful leadership of a key issue for school development, resulting in quantifiable improvement and impact
- Evidence of active contributions to school INSET programmes
- Excellent classroom management skills
- Experience of using the Teacher Appraisal process to raise performance of staff
- Effective strategic planning
- The effective use of School Self-Evaluation to secure improvement
- Evidence of working with community partners (including parents and carers and external agencies) to engage students and widen their experiences

#### 4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

#### 5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

#### 6. General

- The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The postholder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
- This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced DBS Certificate is required for this post prior to commencement

<b><u>Post Holder:</u></b>		<b><u>Line Manager:</u></b>
Name: _____		Name: _____
Signature: _____		Signature: _____
Date: _____		Date: _____