**JOB DESCRIPTION – ASSISTANT HEADTEACHER (Character Development)**

**Title**: Assistant Headteacher – Character Development **Salary range**: L12 – L16

**Purpose of the Job:**

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
* School Council
* The House system
* Tutor Programme
* Careers/ Employability Programme
* 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 school’s employability programme to ensure that all students have aspirational yet realistic ambitions for their futures
* Oversee the school’s careers programmes to ensure that all students have access to timely and impartial careers guidance.
* Oversee 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 a tutor programme that meets with the school’s values and provides opportunities to develop character

**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 Heads of Faculty to ensure that STEM subjects are promoted in a girls-only environment
* Work with the PSHE and Employability Leads to ensure a quality provision of careers guidance and an exciting and engaging programme of career talks from outside professionals.
* Work with the AHT (Pastoral) and Literacy lead 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 Co-ordinator
* Line manage the school’s Careers Leaders
* Contribute to school INSET days and 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 SIMS 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:
* Set a good example in terms of dress, punctuality, and attendance
* Attend and participate in open evenings and student performances etc
* Uphold the school’s behaviour code and uniform regulations
* Participate in staff professional development activities
* 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

**GENERAL**

This appointment is subject to the current conditions of employment contained in the School Teachers' Pay and Conditions Document, the 2002 Education Act, and the required standards for Qualified Teacher Status.

This Job Description sets out the broad content of the post but is not intended to be definitive. The Job Description may be amended at any time following discussion with the Headteacher and will be reviewed annually.

The Governing Body and Headteacher reserve the right to ask teachers to carry out other such duties as may from time to time be reasonably assigned, operating within the conditions of service.

This post will include designated working time during the school’s published holiday dates. Specifically:

* Revision days (October, February and Easter as required)
* Summer School (as scheduled)

**SPECIAL NOTES OR CONDITIONS**

The postholder will be subject to a full Police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.