



## Person Specification: Assistant Headteacher

### Qualification criteria:

1. Qualified to at least degree level;
2. Qualified to teach in the UK;
3. Qualified to work in the UK;
4. Evidence of continuing professional development;

### Experience:

5. Recent and substantial experience as a middle leader (or equivalent);
6. A good or outstanding practitioner with strong results;
7. Proven experience of having led, or significantly contributed to the success of a department or an area within the school, through strong and impactful leadership;
8. Experience of monitoring individual and cohorts of students which has led to increases in levels of progress;

### Vision and Strategy

9. Vision aligned with the school's ambitions to be an outstanding school which has high aspirations and high expectations of self and others;
10. Clear understanding of the strategies to establish consistently high standards of teaching, learning and behaviour;
11. Understanding of what outstanding teaching practice looks like, how to diagnose and implement effective strategies to raise learning standards;

### Behaviours, Skills and Abilities

12. Effective leadership and management style that encourages participation, innovation and confidence;
13. Attention to detail and the ability to work with various systems;
14. Strong interpersonal, written and oral communication skills;
15. Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction;
16. Genuine passion and a belief in the potential of every student and a drive to make a difference;
17. Strong organisational skills and ability to delegate;
18. Effective use of data to inform and diagnose weaknesses that need addressing;
19. Ability to work under pressure and ability to work with a 'can do' attitude;
20. High levels of integrity, honesty and fairness;
21. Ability to communicate fluently in accurate spoken and written English.

### Desirable

22. Ability to timetable or willingness to take on training to support this;
23. Experience of taking responsibility for implementation of whole school issues;
24. Experience of having improved the quality of teaching and learning and outcomes for students at a whole school level;

### Personal Qualities

25. Ability to work under pressure;
26. Good listening skills;
27. Willingness to reflect, self-evaluate and learn;
28. Team player;

### Other:

29. This post is subject to an enhanced Disclosure and Barring Service Check;
30. The post holder must be committed to safeguarding the welfare of children.
31. Experience of/ interest in leading data and timetabling would be welcomed.



# Cox Green School

## Assistant Head Job Description

<b>Grade / Salary Band:</b>	L 12-16
<b>Line Manager:</b>	Deputy Head or Headteacher
<b>Posts directly supervised:</b>	A number of Learning Leaders and Achievement Team Leaders or their equivalent Support Staff as required

<b>Main Purpose of Role:</b>
<ul style="list-style-type: none"> <li>Under the overall direction of the headteacher, contribute to the effective strategic leadership of the school.</li> <li>Lead the ongoing development and implementation of strategies to deliver high quality learning and sustained high achievement and attainment.</li> <li>Play an active role in developing, sustaining and modelling the skills, attributes and behaviours of a high-performing leadership team.</li> <li>Lead and manage the school effectively in the absence of the headteacher.</li> </ul>

<b>Main Accountabilities:</b>
<ul style="list-style-type: none"> <li>Securing excellent outcomes for students in terms of academic achievement, progress and attainment.</li> <li>Securing excellent provision for student safety and well being including behaviour and ethos.</li> <li>Providing outstanding leadership and management to and of staff.</li> <li>Ensuring highly effective communication to all stakeholders (staff, students, parents, governors and local community groups).</li> </ul>

<b>Core Accountabilities:</b>
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<b>1. Leadership and Management Accountabilities:</b>
<p>1.1 Proactive promotion and maintenance, in conjunction with the senior leadership team, of a shared school ethos of high expectations which is underpinned by a commitment to increase levels of progress and improve achievement by:</p> <ul style="list-style-type: none"> <li>Modelling high professional standards for the whole school community.</li> <li>Ensuring that good order and discipline are maintained at all times and promote amongst staff and students an understanding and appreciation of the school's behaviour policy.</li> <li>Ensuring, in conjunction with colleagues, that the school's equal opportunities policies meet all statutory requirements, are effectively implemented and regularly reviewed.</li> <li>Delivering whole-school assemblies as required.</li> <li>Ensuring the effective performance of supervisory duties in accordance with published duty rotas.</li> <li>Attending school events as appropriate to develop and promote the school's aims and ethos.</li> </ul> <p>1.2 Leadership of ongoing strategic development in the relevant whole-school areas of responsibility by:</p> <ul style="list-style-type: none"> <li>Contributing to the creation of the school development and action plans and be responsible for specific aspects of their implementation.</li> <li>Assisting the headteacher and governors in the appointment and deployment of staff.</li> <li>Leading and contribute to school professional development where appropriate.</li> </ul>

1.3 Line management of designated senior and middle leaders and other staff as appropriate by:

- Providing regular support and supervision of designated staff and undertake their performance management, making recommendations to the Headteacher on pay progression where applicable in accordance with the new Performance Management Regulations and Teacher Appraisal policy.
- Providing induction and contribute to the professional development of designated staff as appropriate.
- Line managing the middle leaders, ensuring that they are deployed to maximise their impact on improving learning and teaching and student outcomes.

1.4 Development and maintenance of effective relationships with individuals and organisations including parents, the Governing Body, and the wider community to further the achievement of the school's aims by:

- Being a member of the Governors Sub Committees and attend other committees and Full Governors meetings as required.
- Attending relevant partnership meetings and events as required by the strategic focus of the role.
- Developing links with parents, outside agencies and organisations as required.

**2. Accountabilities Teaching and Learning:**

2.1 Strategic leadership of the school's work to improve learning and teaching, leading to sustained high achievement and attainment by:

- Monitoring the quality of learning and teaching through regular and systematic review.
- Monitoring and improve the work of designated curriculum areas and pastoral teams to ensure that high quality learning leads to sustained high achievement.
- Monitoring and evaluate the learning, progress and behaviour of students in designated curriculum and pastoral areas.
- Teaching a range of classes in accordance with the contact ratio for the post and model good practice in learning and teaching.

2.2 Analysis of student attainment data to ensure the continuous improvement of student achievement and progress by:

- Ensuring that challenging aspirational targets are set for individual students in accordance with the annual assessment calendar.
- Leading the delivery of the progress review and intervention cycles to ensure that tracking data is used to drive up student achievement.

**3. Administration, Accommodation, Finance and Resources:**

3.1 Shared responsibility for the efficient running of the school through effective administration and communication at all levels by:

- Being responsible for an equitable share of administrative and organisational tasks.
- Holding regular meetings with key staff to ensure that information is communicated clearly and promptly and that administrative procedures are supported.
- Performing other duties commensurate with the status of the post as may from time to time be determined by the headteacher.

3.2 Shared responsibility with the headteacher, business manager and governors for establishing budget priorities and evaluating the effectiveness of spending in line with the principles of best value by:

- Managing allocated budgets and monitor expenditure.
- Overseeing the management and monitoring of delegated budgets in the areas line managed.

3.3 Responsibility for ensuring that facilities and resources are used efficiently and that high standards of health and safety, security and maintenance are maintained at all times by:

- Overseeing the use and maintenance of facilities and resources in the areas line managed.

- Ensuring that high standards of health and safety are adhered to at all times and that accommodation and resources are kept appropriately secure.
- Supporting the HR functions of the school by leading on absence management meetings in the areas line managed.

**Main Duties:**

All professional duties to be carried out in accordance with the terms and conditions of the current School Teachers' Pay and Conditions Document. The professional duties of the Assistant Head shall be agreed with the HT on appointment, but will include:

- To work with governors, HT and SLT to lead and manage the school.
- To ensure that all students receive an education which meets their needs and allows them to learn and make at least good progress.
- To participate in school self-evaluation by carrying out lesson observations and work, planning and data security.
- To challenge and support staff in order to ensure that students' achievement continues to improve.
- To contribute to the professional development of all staff in the school.
- To manage a team of middle leaders.
- To ensure that all groups of students receive a high quality education to enable them to maximise their potential.
- To provide high quality teaching.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the federation: the pay level has been established on this basis.

*Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.*

**I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.**

**Name:**

**Signature:**

**Date:**