

# Job Description

## Assistant Headteacher



Job Category: **Teaching - Leadership**

Reports to: Headteacher

Line manages: **DDSL team and other roles linked to Personal development**

### 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**

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff, governors and volunteers with the aim to strengthen their safeguarding skills and experience.
- Identify pupils who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensure that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing early help and intervention and take the lead when early help is appropriate.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Encourage a culture of listening to pupils and considering their wishes and feelings.
- Collaborate and effectively implement child protection plans.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Review and monitor any cause of concern relating to the welfare of pupils.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.
- To lead on Personal development across the school promoting opportunities to develop the whole child and working alongside other senior leaders to ensure that contextual safeguarding is built into the curriculum,
- To set and drive high standards throughout 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.
- 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.
- 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.**

# Person Specification

## Assistant Headteacher



Factor	Essential	Desirable	Assessment*
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status.</li> <li>• Degree at level 2:2 or above/or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• National Professional Qualification for Middle Leadership (NPQML)</li> <li>• National Professional Qualification for Senior Leadership (NPQSL)</li> <li>• National Professional Qualification for Headship (NPQH)</li> </ul>	A, I, R, D
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in working effectively with parents/carers, external professionals and other agencies.</li> <li>• Experience of being part of the safeguarding team.</li> <li>• Experience of leadership at whole school level.</li> <li>• Experience of successfully supporting others.</li> <li>• Experience of working with a governing body.</li> <li>• Experience of deploying staff across a whole school.</li> <li>• Experience of strategic planning.</li> <li>• A consistently outstanding teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Held a leadership position</li> </ul>	A, I, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• An ability to support motivate and inspire both pupils and colleagues.</li> <li>• Demonstrate the ability to develop and deliver effective and inspirational professional development.</li> <li>• Ability to review whole school systems to ensure robust evaluation of school performance.</li> <li>• An ability to plan and deliver exceptional learning opportunities to meet a range of abilities and interests</li> <li>• Knowledge of statutory requirements and other legislation relating to Safeguarding/EHCP/Employment</li> <li>• A commitment to the principles of high-quality SEN provision</li> <li>• Excellent behaviour management techniques and skills</li> <li>• Ability to use a range of ICT effectively and creatively as a tool for learning</li> </ul>		A, I, R
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• The ability to work well alone and contribute as a team member</li> <li>• The ability to identify priorities, be self-motivated and manage time effectively</li> <li>• The ability to communicate effectively with a wide range of people including children, staff, parents and Governors</li> <li>• A commitment to their own continuing professional development</li> <li>• The ability to be professionally curious and persistent in safeguarding and protecting children.</li> </ul>		A, I, R

*\*Assessment Method – details how the criteria will be assessed*

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence