



Job Description

POST TITLE

Assistant Headteacher

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SCALE

Leadership

PURPOSE OF THE JOB

- Develop the academy as a catalyst for social change, improving the outcomes for pupils and the community as a whole.
- Develop, in all pupils and staff, versatile skills and attitudes required for lifelong learning in a rapidly changing world.
- Deputise for the Senior Assistant Headteacher or Headteacher in their absence where required.

RESPONSIBLE TO

Senior Assistant Headteacher/Headteacher

E-ACT recognises and value continued professional development and as such training opportunities will be made available as appropriate.

EMPLOYMENT DUTIES

Section 1

Specific Responsibilities – Determined by Headteacher

- Leadership of the academy and its staff in order to achieve high standards of behaviour and attainment
- Coordination of vision and strategy for the academy
- Leadership of outstanding teaching and learning in the academy
- Whole academy marking policy
- Leadership of the academy in Pastoral Care
- Leadership of effective external relationships with community and other stakeholders
- Alongside the Headteacher, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

Outcomes and activities:

Leadership

- Leadership and Management
- To fully support whole school aims and objectives and policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- Facilitate projects, programmes or systems as directed by the Headteacher
- Help implement systems that work effectively in combination with whole academy systems and administration
- Help keep systems organised, up-to-date and user friendly for all academy staff
- Line manage identified staff, including target setting, coaching and monitoring.
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Headteacher and Senior Assistant Headteachers, to step-up and undertake the professional duties of the Headteacher as reasonably delegated

Specific role

The exact role and specific responsibilities of the Assistant Headteacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for Headship.

The Assistant Headteacher should be prepared to lead on such areas as ethos, systems

and procedures, curriculum development, timetabling, progress and standards, behaviour management, external relations, community links, staff development, training and induction. As a member of the senior leadership team, the Assistant Headteacher will also be centrally involved in the overall leadership and management of the academy and will help to establish a school culture that is both nurturing and rigorous.

School Ethos and Culture

- Support the Headteacher in fostering a strong sense of academy community and ethos among both staff and pupils
- Promote consistent implementation of all teaching, learning and assessment policies
- Promote consistent implementation of behaviour policy and system of rewards and sanctions, characterised by orderly behaviour, caring and respectful relationships.
- Act as a positive role model to staff and pupils.

Overall responsibility

- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Drive up expectations and promote an aspirational culture.
- To carry out the duties and responsibilities of the post, in accordance with the Academy's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Other

- Undertake, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Headteacher.