

Job Description – Glyne Gap School

POST: Assistant Headteacher

PAY RANGE: L11 to L15

RESPONSIBLE TO: Headteacher and Governors of the school.

GENERAL DESCRIPTION:

The assistant headteacher will have overall responsibility for an aspect of the work of the school. This responsibility will of course be executed in close discussion and consideration with the headteacher and other senior members of staff. In addition to this primary role s/he will support all aspects of the school's functions of teaching and learning, staff development and deployment, management of finance and resources, and will support relationships with all of the school's home and community partners.

Specifically, the assistant head teacher will have the following responsibilities (in bold type) which will be likely to involve certain tasks and duties (outlined below in ordinary type).

1. Be responsible for the strategic direction, leadership and development of a key area of the school's vision (Applicants should make clear in their application where they feel they have leadership skills/experience within a particular area such as a particular phase/key stage/area/safeguarding).

- Develop and promote a vision and practice within the key area
- Secure and support the commitment of others to this vision
- Lead the creation and implementation of the school strategic plan within their key area
- Inspire and motivate all staff in achieving the priorities and targets of within the key area
- Evaluate the effectiveness of the school's policies and developments, and analyse their impact
- Ensure that the head teacher and governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs (this will include formal reporting to governors on a termly basis).

2. As part of the Senior Leadership Team be responsible for teaching and learning across the school

- Support the headteacher and senior staff in determining, organising and implementing the curriculum and its assessment tools; monitor and evaluate them in order to identify and act on areas for improvement.
- Have a joy of learning and a teaching responsibility (teaching commitment to be agreed)
- Be responsible for the pastoral care of pupils, promoting positive behaviour for learning and wellbeing at all times.

3. As part of the Leadership Team be responsible for leading and managing staff and resources

- Enjoy and develop positive working relationships with all in the school

- Lead groups of staff in development activities and evaluate outcomes
- Support the professional development of colleagues in different stages of their practice, including apprentices.
- Deploy staff across the school and support those staff in their duties
- Be involved in the shortlisting and selection of staff
- Work with others in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources.

4. Be an effective member of the senior staff team

- Create and maintain positive and supportive relationships with families, keeping them fully informed.
- Be reflective on overall school performance and help set the strategic direction for the school
- Contribute to the formulation and implementation of systems and procedures for the organisation, administration and day-to-day running of the school.
- Work closely with the school's partners and other interested parties, liaising, co-ordinating and supervising when necessary.

5. Be an effective member of the school's Designated Safeguarding Team

- The team works collaboratively to ensure that pupils are well safeguarded.

6. Be responsible for your own personal, professional and career development, recognising the privileges and responsibilities of school leadership.

April 2025