



Job Description

Title: Assistant Headteacher

Job Purpose: To take a central role in assisting the Executive Headteacher, Head of School and Governing Body to develop our school in accordance with its shared values and our school development plans.

Responsible to: Executive Headteacher / Head of School

Duties and responsibilities:

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.

Managing the organisation

- Be a proactive, positive and consistently approachable member of the senior leadership team.
- Assume responsibility for the management of the school in the absence of the Executive Headteacher and the Head of School.
- Contribute to the day-to-day effective organisation and running of the school.
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication, including leading staff briefings and staff meetings when required.
- As appropriate and under the leadership of the Head of School, undertake activities related to professional, personnel or HR.
- Ensure a consistent approach to standards of behaviour across the school and lead with the monitoring and evaluation of behaviour.
- Lead with the House system including the House Captains and House allocation for new pupils.
- Promote and protect the health and safety welfare of pupils and staff.
- To act as a 'DSL Deputy and support the DSL lead, working as part of the DSL team.

- To undertake any professional duties, reasonably delegated by the Executive Headteacher or Head of School.

Shaping the future

- Support the Executive Headteacher, Head of School and governors in upholding and promoting the vision and ethos of the school.
- Contribute to the planning, development, implementation and monitoring of the SEF and School Development Plan.
- Lead by example to inspire and motivate others.
- In partnership with the Executive Headteacher and Head of School, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

Supporting teaching and learning

- Lead the development and review of agreed aspects of the curriculum.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Executive Headteacher and Head of School to raise standards in teaching and learning through leading the annual appraisal process for identified teaching staff and LSAs.
- Support the Executive Headteacher and Head of School with the processes involved in monitoring, evaluating and reporting on the quality of teaching and learning taking place.
- Work with the Executive Headteacher and Head of School to ensure the robust evaluation of school performance and progress data to promote high outcomes for all pupils, with a specific focus on disadvantaged, SEN and More Able pupils.
- Assist with the development, implementation and monitoring of staff training in the areas of teaching and learning.

Developing self and others

- Participate in the selection and appointment of teaching and support staff as appropriate.
- Support the development of collaborative approaches to learning within the school, the Trust and beyond.
- Work with the Executive Headteacher and Head of School to ensure an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.

- Work with the leadership team in promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards.

Strengthening community

- To work with the Executive Headteacher, Head of School and governors to continue to strengthen parent partnerships and community links.
- Organise, conduct and attend meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
- Promote positive relationships and work with colleagues within the LAT, in other schools and external agencies.

The Lionheart Educational Trust 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 an enhanced DBS check.