

Heathfield Community School

Job Description:



Job title: Assistant Headteacher

Salary: 12-16

Hours: Full-time

Contract type: Permanent

Reporting to: Headteacher

Main purpose

This person, under the direction of Headteacher, will support the school's overall development by:

- Leading on one or more the Schools Strategic Aims.
- Rigorously ensuring all school systems are working smoothly and efficiently on a day- to-day basis.
- Inspiring leadership ensuring a high quality of education and high standards of achievement for all students.
- Providing strategic school leadership and translating planning into positive action and results.
- Modelling professional behaviour, promoting high expectations, challenging peers, and being the lead professional.
- Increasing the standard of achievement of all students and ensuring student performance is at least in line with school and LA targets.
- Ensuring that the school site is maintained to the highest standards and secure developments that make efficient and effective use of the building and capital resources to deliver an outstanding education.
- Supporting on HR matters such as conduct, capability and grievance.
- Carrying out such other duties as are required and as are commensurate with the grade of the post.

Duties and responsibilities

Leading School Improvement by:

Working with the Headteacher to identify priorities and opportunities for School improvement to achieve outstanding outcomes. These priorities will either have been identified by externally prescribed key performance indicators (DfE, Ofsted) or stream directly from the Headteacher, such as:

- School wide self-evaluation and improvement planning
 - Delivery of 'outstanding' teaching and learning
 - Delivery of 'outstanding' achievement Year 7 to 11
 - Delivery of 'outstanding' culture and ethos
 - Taking responsibility for school wide behaviour
 - Performance Management
 - Assessment and curriculum development
 - Managing performance and HR matters
 - Synergy of school wide systems
 - Communication with parents
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- Community and public relations
- Ensuring the site provides an outstanding learning environment through careful resource management
 - Carrying out other duties as required and as commensurate with the post

Areas of responsibility:

- The leadership of school improvement
- Ensuring the school is Ofsted ready
- School's key targets
- Smooth running of the school day to day

Senior Leadership Team:

While the range of responsibility changes as roles become more senior in the school, there are a number of core features that are consistent to all leadership roles. Below are five core features and their hallmarks:

- **Moral Purpose**
 - Pupils first – a belief that all pupils can achieve and an unwavering commitment to pursue successful outcomes for all
 - Championing the vulnerable and disadvantaged
 - Commitment to equality of opportunity
- **An Effective Team Player**
 - Dynamic and supportive
 - Committed and passionate
 - Innovative and high performing
 - Emotionally intelligent
 - Proactive contribution
- **Dynamic and Creative Executive Leadership**
 - Leading through others
 - Altruistic collaboration
- **A significant contributor to strategic thinking and development**
 - Inspire and drive
 - Oversee the development of strategy and policy
 - Lead consultation and implementation
- **Courageous and committed leadership, effective role modelling**
 - Observing the highest standards

- Getting every day right

➤ **The ten personal qualities needed for leadership roles:**

- A capacity for hard work
- Eternal optimism and resilience in the face of challenges
- The ability to inspire
- An unshakeable conviction that young people can be successful in spite of their circumstances or other external factors
- High-level interpersonal skills
- Excellent time management
- The ability to remain calm under pressure or in stressful situations
- The ability to pause and reflect and think before making an important decision
- The ability to respond positively to and deliver constructive criticism
- The ability to delegate effectively

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role and this Job Description and does not define in detail all duties/responsibilities of the post. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. The Job Description will be reviewed on a regular basis and may be subject to modification or amendment after consultation and agreement with the postholder. Additional detailed guidance can be found in the Heathfield Community School Practice document which is issued to all members of the teaching staff.

Problem Solving and Creativity

- The post holder will deal with ever changing and conflicting deadlines, frequent interruptions to their workload
- The postholder will be required to provide advice on a range of complex people issues, that may not have a clear answer, requiring innovative and creative solutions

Decision Making

- Prioritising work to meet deadlines
- Frequently deals with non-routine queries.
- The postholder is responsible for providing advice and guidance on a range of people issues
- They will be required to make use of high levels of discretion and persuasion to effectively deliver a solution focused approach.

Physical Effort and Working Conditions:

Heathfield Community School has expanded over the years and has various buildings across its site, you will be expected to show your presence across the whole site.

Contacts and Relationships

- Headteacher
- Senior Leadership Team
- HR
- Heads of Departments
- School Business Manager
- Trade Union and Professional Body representatives
- Other agencies including the LEA

Person specification

CRITERIA	QUALITIES	
	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none">• Degree and teaching qualification• Qualified teacher status• Recent and relevant leadership development/training	<ul style="list-style-type: none">• Demonstration of ongoing and current CPD• Intention to gain NPQH

Experience	<ul style="list-style-type: none"> • Leadership of Year Teams/Curriculum Leaders • The ability to deputise effectively in the absence of the Headteacher • A track record of creating and implementing a whole-school vision for improving or a successful school • An enthusiasm for education and a belief in the potential of young people and staff and their capacity to succeed • Able to demonstrate a passionate and visionary approach to teaching and learning • A strong visible presence within the school leading by example and holding high expectations of self, staff and students • A track record for leading a school to improved performance, as demonstrated by Ofsted judgements and/or student outcomes over time • Experience of delivering strategic leadership in a school, leading to demonstrable school improvement • Able to think differently, strategically, and creatively in approach to solving problems • Extensive experience of developing staff and building teams • Experience of leading innovation & change management in a school - a successful innovator of school improvement that has impacted positively upon student outcomes, including for vulnerable students • Experience of leading advancement in a school to support high-quality learning and teaching • Experience of leading a school successfully through inspections and other external scrutiny processes • Able to maintain daily connections with all colleagues and students around the school through consistently high visibility 	<ul style="list-style-type: none"> • Represents the school at events and networks • Represent the School at networks and strategic panels as appropriate. • Experience of action planning and delivery of raising attainment programmes • Recent experience of working in a challenging/under-performing school and effectively challenging under performance in staff • Experience of re-motivating disengaged learners in school, improving attendance, behaviour and pupil performance, including for vulnerable pupils
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Skills and knowledge	<ul style="list-style-type: none"> • Contemporary effective school improvement strategies • Current developments in the education sector • Changes to national performance measures • Well developed interpersonal and communication skills (including written, oral and presentation) • Able to understand, analyse and make effective use of a wide range of data • Able to find simplicity from complexity • Experience of working with multi agencies and other partner organisations and external stakeholders to develop new approaches and accelerating improvement 	<ul style="list-style-type: none"> • HR policies and relevant employment legislation • Has the ability to connect with people at every level to create formal and informal networks outside of hierarchy, from students to teaching staff, parents to School council
Personal qualities	<ul style="list-style-type: none"> • Enthusiasm, vision, drive, adaptability and resilience • Demonstrates gravitas, credibility and lead courageously • Displays the highest levels of personal and professional integrity • Displays passion for education and dedication to working with students from the full range of our context • Demonstrate motivational, empowerment, delegation coaching and mentoring skills • A commitment to raising the aspirations of the whole School community • Able to ensure rigor and accountability through strong line management of significant curriculum teams and important aspects of the School • Be inquisitive in every aspect of the School, seeking to stimulate improvement, galvanise teams, challenge and support individuals 	<ul style="list-style-type: none"> • Understanding of the Headteachers and practice of effective self-evaluation and preparation for inspection