



# JOHN RANKIN SCHOOLS

Igniting Passion • Empowering Learners • Transforming the Future

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## ASSISTANT HEADTEACHER JOB DESCRIPTION

**Job Title: Assistant Headteacher**

**Grade/Salary Range: L1-L5**

### JOB PURPOSE

**Be part of the Senior Leadership Team to drive forward improvements, in order to achieve agreed objectives and work towards a shared vision for the schools.**

The assistant Headteacher will support the Executive Headteacher and Deputy Headteachers in:

- Communicating the school's vision compellingly and supporting the Executive Headteacher's strategic leadership
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards meeting the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of at least 50% (to be discussed) complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the Headteacher.

*(In addition to the main duties of a class teacher and subject leader, as outlined in the STPC for the current year)*

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

**To be responsible to the Headteacher as a member of Senior Leadership**

### MAIN DUTIES AND RESPONSIBILITIES

**Shape the future: Lead colleagues to achieve the agreed priorities of the schools**

#### **Duties and responsibilities**

#### **School culture and behaviour**

Under the direction of the Headteacher or Deputy Headteachers, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next



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phase of education and life

- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's positive relationships policy
- Promote regular dialogue and reflection around learning- what helps learning? What can we do to further enhance learning?
- Always consider: What is the purpose? What impact will it have on our children? What impact will it have on wellbeing/workload?
- To undertake return to work interviews for all TAs within their phase.
- Carry out any other reasonable additional responsibilities as required by Headteacher or Deputy Headteachers.

## Teaching, curriculum and assessment

Under the direction of the Executive Headteacher or Deputy Headteachers, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read

## Additional and special educational needs and disabilities (SEND)

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

## Organisational management and school improvement

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and



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efficiently

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented
- Be responsible for whole school cover planner and organisation of weekly timetables

## **Staff management and professional development**

Under the direction of the Executive Headteacher or Deputy Headteachers, the Assistant Headteacher will:

- Conduct performance management reviews for phase leaders, including carrying out appraisals and holding staff to account for their performance
- Carry out return to work interviews with phase leaders
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

## **Governance, accountability and working in partnership**

Under the direction of the Executive Headteacher or Deputy Headteachers, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Other areas of responsibility**

### **Assessment**

The Assistant Headteacher will:

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to



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communicate to pupils and parents

- Lead on training in verbal feedback across the school ensuring that it is having impact on all pupils' progress
- Lead on formative assessment in the classrooms, ensuring it is part of everyday 'Quality First Teaching'
- Track and analyse pupil performance data, alongside the SENCOs, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
- Provide training and support for teachers and support staff on administering the assessment system effectively

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.