

**KESTEVEN AND SLEAFORD HIGH SCHOOL
ASSISTANT HEADTEACHER
JOB DESCRIPTION**



Post Title: Assistant Headteacher
Permanent, Full Time

Reporting to: Head of School

Liaising with: All staff, governors, parents/carers and external agencies as required

Salary/Grade: L13-17

Key Accountabilities and Responsibilities of this Post

Actual and specific responsibilities will be negotiated and agreed following appointment. They will take into account individual expertise, experience and interest and the intention is to complement and add to the skills and experience of existing Leadership Team members. The ability or potential to promote outstanding learning across subjects and practically contribute to continuous whole school teaching and learning improvement will be key.

An Assistant Headteacher is expected to

- Be a successful leader who develops high performing teams, leaders and managers, for the future need of the school and its learners.
- Influence and facilitate school strategy through line management of teams and in own areas of responsibility.
- Undertake a range of operational and strategic responsibilities including:
 - Attendance at SLT weekly briefing and meetings
 - Acting as line link for a subject or subjects other than their own
 - Contribution to the SLT duty team rota
 - Acting as appraiser
 - Contributing to the quality assurance programmes in the school
 - Holding formal leadership responsibility for key areas of whole school improvement

Corporate Responsibilities with other Senior Leaders as defined by the National Leadership Standards include:

- Support the Head of School in the strategic leadership, management and development for improvement of the school.
- Take a lead role in developing the school's strategy to achieve a significant change in performance, particularly in relation to the school's priorities of raising subject standards, accelerating student progress, improving the quality of teaching and learning, removing inadequate teaching and strengthening leadership and management.
- Create an achievement culture that promotes excellence, equality and diversity, and high expectations of students and staff.
- Embody the values of the school as a lead professional and role model of professional conduct for staff and students.
- Evaluate the school's performance to identify and implement priorities for continuous improvement and to raise standards.

- Ensure effective leadership and management of policies and strategies, to secure high standards of behaviour, attendance and achievement, thus promoting success for all students.
- Establish effective and efficient systems and procedures for the smooth operation of the school.
- Be a visible presence around the site.
- Maintain high expectations and adherence to protocols on ways of working with senior colleagues and staff.
- Contribute to the School Development Plan and Self Evaluation.
- Supporting the work of governors' committees as required.
- Fulfil all safeguarding responsibilities.

You will play a key role, under the overall direction of the Head of School, in:

Shaping the Future

The Assistant Headteacher will be a visionary leader who will:

- Support the Senior Leadership Team in establishing a vision for the future development of the school.
- Contribute to and communicate the school and Trust's shared vision.
- Contribute to the identification of key areas of strength in the school as well as those to develop.
- Set an excellent example for other colleagues, working to a high standard in implementing policies, priorities and expectations.
- Promote a culture of teamwork in which the views of all members of the school community are valued and taken into account.

Leading Achievement

The Assistant Headteacher will be an outstanding practitioner who will:

- Share responsibility for the analysis of the school's performance and progress data, to ensure that improvements and interventions are appropriate.
- Provide support for staff in improving their classroom practice.
- Promote the active involvement of students in their own learning.
- Ensure that all achievement targets are appropriate and aspirational.
- Lead and support strategies to promote the very highest standards of behaviour.
- Contribute to the development of curriculum intent, implementation and impact so it meets the needs of students across the school.
- Promote the use of modern technologies to enhance and extend students' learning.
- Monitor and evaluate classroom practice.
- Challenge underperformance at all levels, securing corrective action, follow up and support.

Developing Self and Others

The Assistant Headteacher will be reflective, collaborative and:

- Be a role model for the whole community, setting high professional standards.
- Treat people fairly, equitably and with dignity and respect.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- Manage own workload and that of others to allow for an appropriate work-life balance.
- Be self-reflective, review own practice, set personal targets and take responsibility for their own personal development.
- Set high expectations of your own performance and that of others.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Engage in relevant professional development as appropriate.

Leading and Managing Within the Organisation

The Assistant Headteacher will be an excellent leader and manager who will:

- Produce and implement clear evidence-based improvement plans and policies to develop the school.
- Liaise with the Governing Body as appropriate.
- Take responsibility for the appraisal of identified staff.
- Ensure resources are used effectively and efficiently so that the school demonstrates value for money.

Securing Accountability

The Assistant Headteacher will:

- Ensure that staff are appropriately held to account and that student progress is not hampered by inadequate provision.
- Present a coherent and accurate account of performance to a range of stakeholders.
- Ensure Quality Assurance systems in the school are followed assiduously.
- Support staff in understanding their own accountability.
- Develop a shared ethos around corporate responsibility for outcomes.

Strengthening Community

The Assistant Headteacher will appreciate the value of a strong community and be able to:

- Promote equal opportunities and challenge all forms of prejudice.
- Develop and sustain effective partnerships with parents/carers.
- Embrace and celebrate diversity in all forms through a variety of curricular and learning opportunities.
- Liaise with other agencies to ensure that student needs are met.
- Ensure that communication between school and home is effective.

General

The Assistant Headteacher will:

- Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
- Initiate and manage the relevant improvement processes to support the continuous development of staff and school.
- Participate in appropriate staff meetings, training sessions, including INSET, where required, governor meetings and after school events and other meetings as identified by the Head of School.

Health and Safety

- Comply with all statutory requirements in relation to health and safety and be aware of the school's Health and Safety policy.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health and safety and welfare.

Continuing Professional Development

Participate in any professional development necessary as identified in the School Development Plan or staff appraisal reviews.

Other Professional Requirements and Accountabilities

- Establish and maintain effective working relationships with professional colleagues, especially subject and pastoral leaders in order to develop cross-curricular links and creative approaches to learning.
- Establish effective relationships with parents/carers and inform them of developments and practices relating to learning and teaching.
- Participate in meetings with professional colleagues and parents/carers in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for one's own professional development
- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Undertake any other duties as specified by the Head of School.

Appraisal and Professional Development

The Assistant Headteacher will be part of the school's appraisal system. The Head of School will set agreed targets for the year and will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

The post holder may be required to perform any other reasonable tasks, after consultation. The roles of School Leadership Team members may be rotated from time to time to support the development of colleagues.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

Safeguarding

All staff are expected to take responsibility for promoting and safeguarding the welfare of children and young people with whom they come into contact.

Staff Development

All staff are actively encouraged to develop their professional skills both for subject initiatives and for school-wide initiatives.

Equal Opportunities

The school has an equal opportunities policy that encourages all staff to take an interest in school-wide initiatives and provides opportunities for professional development. It is our aim to provide the successful candidate with maximum support and advice over career matters.