



JOB DESCRIPTION

Assistant Headteacher	
Scale	Leadership Scale Point 11 to 15
Section	Leadership
Responsible to	Deputy Headteacher/Headteacher
Responsible for	<p>The strategic leadership of curriculum implementation and continued professional development</p> <p>The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall.</p>

Job Purpose	<ul style="list-style-type: none"> • Undertake the normal responsibilities of the class teacher. • Be a member of the senior management team. • Assist the Headteacher in managing the school. • Support and represent the Headteacher at meetings as and when required. • Undertake the professional duties of the Headteacher during his/her absence. • Undertake such duties as are delegated by the Headteacher. • Play a major role under the overall direction of the Headteacher in formulating and reviewing the Development Plan, aims and objectives of the school by: <ul style="list-style-type: none"> ○ Establishing the policies through which they shall be achieved ○ Managing staff and resources to that end ○ Monitoring progress towards their achievement.
Duties and Responsibilities	<p>Shaping the future</p> <ul style="list-style-type: none"> • Take a lead in raising the quality of teaching and learning throughout the school • Develop effective whole policies in all areas of C.P.D and Teaching/ Learning informed by evidence based research and innovative practice • Share with other members of the SLT the responsibility for the development and implementation for all policies and procedures • Inspire a love to learn culture with all students <p>Developing the curriculum</p> <ul style="list-style-type: none"> • Coordinate a whole school approach to curriculum design in liaison with the SLT and subject leaders <p>Leading the implementation of the curriculum</p> <ul style="list-style-type: none"> • Use a wide range of strategies to support the development of consistently

	<p>good/outstanding lessons</p> <ul style="list-style-type: none"> • Evolve and ensure inclusive practice in every classroom (QFT) • Model innovative and effective learning and teaching strategies in their own classroom practice <p>Developing C.P.D</p> <ul style="list-style-type: none"> • Working with other middle and senior leaders, identify key C.P.D needs of all staff and ensure that these are addressed through effective C.P.D provision • Ensure that all staff have a clear understanding of Teacher standards • Ensure that all staff have a clear understanding of the Appraisal process • Support those with leadership posts to achieve their objectives • Provide outstanding C.P.D opportunities for staff in this and other schools <p>Monitoring the quality of Learning and Teaching in conjunction with SLT</p> <ul style="list-style-type: none"> • Monitor and evaluate the work of other teachers, providing constructive feedback to help them implement strategies to bring about improvement • Lead the whole school on Teacher Performance Management/Appraisal • Take responsibility for appropriate aspects of the School Improvement plan • Support senior middle leaders in the completion of Departmental SEF's • Lead/chair extended leader meeting schedule <p>Securing accountability</p> <ul style="list-style-type: none"> • Contribute to all relevant sections of the SEF • Regularly evaluate and report to stakeholders on the quality of practice in the school identifying areas of improvement • Effectively manage the appropriate teams/ individuals <p><i>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 post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</i></p>
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Person Specification: Assistant Headteacher			
A Application R Reference I Interview			
	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS:	<ul style="list-style-type: none"> • Qualified teacher status. • Honours degree or equivalent. 		A
EXPERIENCE:	<ul style="list-style-type: none"> • Current successful secondary school experience at middle team leader level (or senior level) within the education sector. 	<ul style="list-style-type: none"> • Experience of both curricular and pastoral responsibilities. • Experience of Maths, English, History, PE or Languages is desirable but not essential, within a secondary school environment 	A/R
TRAINING AND PROFESSIONAL DEVELOPMENT:	<ul style="list-style-type: none"> • Evidence of keeping up to date with educational thinking and developments. • A balanced programme of relevant INSET in the last three years. • Experience/knowledge of Ofsted and School Self Evaluation 	<ul style="list-style-type: none"> • Experience of leading successful professional development activity. 	A/R/I
PERSONAL QUALITIES:	<ul style="list-style-type: none"> • Record of outstanding classroom practice. • Enthusiastic, perceptive and fair. • Knowledge and expertise in how people learn. • Ability to both support and challenge students and staff. 		A/R/I

	<ul style="list-style-type: none"> • A personal commitment to high expectations and excellence in all aspects of professional life • Ability to self-reflect and evaluate perceptively 		
LEADERSHIP AND MANAGEMENT SKILLS:	<ul style="list-style-type: none"> • Ability to help us build on the breadth of the educational experiences we offer both in and out of the classroom. • Evidence of involvement in/commitment to extra-curricular activities. • Evidence of involvement in managing change. • Involvement in school-based developments and initiatives. • Ability to foster and maintain good relationships with the school stakeholders. • Ability to work independently and as a team leader and team member • Respect for the professional expertise of others. • Consultative and analytical skills. • The ability to prioritise, plan and react. 	<ul style="list-style-type: none"> • Evidence of pastoral leadership and innovation 	A/R/I
KNOWLEDGE:	<ul style="list-style-type: none"> • A clear understanding of current curriculum, learning and teaching developments locally and nationally. • Knowledge of the Performance management process for teachers • An understanding of strategies to embed good/outstanding lessons 		A/R/I
COMMUNICATION SKILLS:	<ul style="list-style-type: none"> • Good communicator to a range of audiences • The ability to chair and contribute to the success of meetings. 	<ul style="list-style-type: none"> • Good networking skills. • Experience of working with Governors 	A/R/I

Stowe Valley MAT 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 Disclosure.
COMMITTED TO EQUAL OPPORTUNITIES