

## **Assistant Headteacher - Job Description**

**Job title: Assistant Headteacher KS4**

**Accountable to: The Headteacher**

**Main purpose:**

**The Assistant Headteacher will:**

- Undertake the normal responsibilities of a class teacher
- Be a member of the Senior Leadership Team
- Assist the Headteacher in managing the school
- Be an excellent role model for all members of staff and students and will establish and maintain a positive and visible presence in school
- Undertake such duties as delegated by the Headteacher
- Play a major role, under the overall direction of the Headteacher, in developing and embedding the aims and objectives of the school by:
  - Establishing the policies through which they shall be achieved
  - Managing staff and resources to that end
  - Monitoring progress towards their achievement

### **Main tasks**

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

#### **1. Class teacher responsibilities**

- Carry out the duties of a school teacher as set out in the current School Teachers' Pay and conditions Document and Teachers' Standards
- Carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers in the event of emergency cover being required

#### **2. The internal organisation, management and control of the school**

**To lead on the:**

- development, monitoring and evaluation of robust and effective Key Stage 4 Data systems
- development and use of effective reward systems in Key Stage 4
- identification of students who are risk of underachieving in Key Stage 4
- implementation of intervention and support which enables all students to achieve their best
- building of strong and productive working relationships with the families of Key Stage 4 students and outside agencies
- development and embedding of a strong culture and ethos of aspiration and ambition amongst Key Stage 4 students
- promotion of a school community focused on Learning and Raising Achievement
- promotion of continuous improvement through collaboration within the institution and with other schools
- Line management of delegated areas/designated staff
- Self evaluation of Key Stage 4 to support whole school improvement planning

### **3. Student care**

#### **To contribute to:**

- The development, organisation and implementation of the schools policy and procedures for the personal and social development of students in Key Stage 4
- The effective induction of Key Stage 4 students
- The determination of appropriate student groupings in Key Stage 4
- The promotion among students of standards of conduct/discipline and a proper regards for authority and the encouragement of good behaviour
- The development among students of self-discipline

### **4. The management of staff**

- To participate in appraisal processes for staff they line manage
- To provide access to expertise and professional development for colleagues, through formal and informal approaches to training and CPD
- To demonstrate effective leadership, representation and liaison both within the school and to interested or involved persons or bodies
- To maintain good relationships with individuals, groups and associations of staff including trade unions
- To participate in the recruitment and deployment of teaching and non-teaching staff as required by the Headteacher

### **5. The management of resources**

- To contribute to the formulation of the school's policies and procedures concerning resource management
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher
- To promote an attractive learning environment which stimulates learning and high standards of behaviour and enhances the appearance of the school
- To contribute to arrangements for the security and effective supervision of the school
- To maintain effective working relationships with external agencies and services contracted to the school and the Local Authority

### **6. Relationships**

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and producing reports as required
- To assist liaison and co-operation with City of York council officers and support services
- To help in maintaining and developing effective communications and links with parents/carers to provide positive responses to concerns and problems regarding their children's education
- To enable liaison with other educational establishments to promote the continuity of learning, progression of achievement and pastoral development of students in Key Stage 4
- To assist in liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the community, local organisations and employers:
  - To promote a positive image of the school
  - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community

## **The applicant will be required to safeguard and promote the welfare of children and young people**

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiations with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Headteachers.