LINCOLN CHRIST'S HOSPITAL SCHOOL

Job Description: Assistant Headteacher



Job title: Assistant Headteacher

Salary: L12 - L16

Contract type: Full Time, Permanent

Reporting to: Headteacher/Deputy Headteacher

Main purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- 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 the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment complying with the teachers' standards and modelling best practice for others.

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

Duties and responsibilities

Leadership

Under the direction of the Headteacher or Deputy Headteacher:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the Headteacher or Deputy Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance

- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities
- Coach and mentor staff as required including those with leadership aspirations

Modelling best practice for teachers

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
- Actively involved in and/or leading professional development for staff as required or as delegated by the Head teacher or Deputy Head teacher

Systems and processes

Under the direction of the Headteacher or Deputy Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing body as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other areas of responsibility

Specific responsibilities of this position will be finalised with the successful candidate and dependent on expertise, skills, and needs of the school and the aspirations/CPD of the successful candidate.

Other responsibilities

The Assistant Headteacher 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. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Person Specification

Criteria	Qualities	E/D
Qualifications	 Qualified Teacher Status Professional development in preparation for a leadership role 	E E
Experience	 Leadership and management experience in a school Teaching experience with a minimum of 6 years of full-time teaching across the age and ability range in a comprehensive school. Involvement in school self-evaluation and development planning Line management experience Experience of contributing to staff development A proven track record of successful classroom practice with clear evidence of significant levels of student progress Significant experience of leading a high performing team with significant impact on student outcomes or pastoral care. 	E E D E
Skills and knowledge	 Understanding of high-quality teaching, and the ability to model this for others and support others to improve Understanding of school finances Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships 	E D E E
Personal qualities	 A commitment to getting the best outcomes for all students and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Sense of humour Boundless energy Utter commitment to the values of comprehensive education Willingness to meet the needs of the students without compromise 	E E E E