



Maidstone Grammar School
for Girls

Non sibi sed omnibus

Job Description
Assistant Headteacher
Range L12 - L16

Purpose

The core purpose of the role is to provide vision, strategic direction and leadership for a Key Stage at Maidstone Grammar School for Girls as well as lead on designated whole school areas of responsibility. This includes working supportively with the Headteacher and other senior colleagues in: ensuring high quality teaching and learning, maintaining a high quality pastoral system, leading staff, deploying resources effectively, and working strategically in order to move the school forward successfully.

Assistant Headteachers hold a teaching commitment and specific whole school responsibilities. A key area of responsibility is their oversight of a particular Key Stage. From time to time it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and in order to respond to changing national requirements. However, the following duties and responsibilities are not subject to change. They apply to all members of the leadership team and underpin the individual responsibilities.

The Post-holder:

- is a member of the senior leadership team (SLT) and is required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issues under the Teachers' Pay and Conditions Act 1991
- as part of the SLT, takes a shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School for Girls by working cooperatively with the Headteacher and other senior colleagues
- provides professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students
- is committed to professional self-development
- acts as line manager to allocated Heads of Department and Heads of Study
- acts as an appraiser within our appraisal system
- acts as one of the Deputy Designated Safeguarding Leads
- shares the provision of reasonable senior leadership cover during school holidays and evening events
- takes an active part in the assembly programme of the school
- maintains a high profile during the school day.

Leadership

- Acts as a role model for others, striving for excellence in all areas of the post
- takes responsibility for the school in the absence of the Headteacher and Deputy Headteacher when required
- undertakes the professional duties of another member of the leadership team in his/her absence as required
- plays a major role in formulating the aims and objectives of the school
- plays a major role in formulating and implementing strategic plans and school policies
- leads and manages staff, providing support, guidance and challenge
- supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms
- advises and assists governors in the exercise of their duties, including attending meetings and presenting reports where appropriate

- establishes the highest possible standards of teaching, learning and attainment.
- leads change and innovation where appropriate, including leading and contributing to the school's response to national initiatives
- supports other members of the senior leadership team in the fulfilment of their specific roles
- nurtures a climate of achievement and excellence.

Leadership and Management of staff

- Chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions
- provides information about the performance of staff where relevant to their future employment at the school or elsewhere
- assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate
- participates in the recruitment of staff as required
- contributes to the professional development of staff, including coaching and mentoring.

Teaching and learning

- Contributes to the development of a curriculum which allows the highest achievement for all
- promotes the provision of high quality teaching, learning and assessment.
- supports the development and maintenance of a high quality learning environment
- monitors, reviews and evaluates teaching and learning, including the tracking of individual performance.
- acts as a role model in the provision of high quality teaching, learning and assessment, and works to promote school priorities such as Thinking Skills.
- teaches within a department or faculty and contributes to the work of that department or faculty as required.

Community

- Communicates effectively with all stakeholders as appropriate.
- develops links with and liaises with other institutions and external agencies as appropriate.
- represents the school in the community as appropriate.
- ensures positive relationships with the wider community
- makes sure school success is communicated and celebrated.

These duties may be changed or other duties added at the reasonable discretion of the Headteacher.

January 2022