

Job Description

Job Title:	Assistant Headteacher
Grade:	Leadership L6-L10 (inner London)
Department:	Mayesbrook Park Campus
School:	Mayesbrook Park School
Reports to:	Head of Mayesbrook Park School
Responsible for:	To be determined on appointment
Number of Posts Supervised Managed:	5+ teachers across subjects

Purpose of the Job:

Carry out the professional duties of an Assistant Headteacher as circumstances may require and in accordance with the school's policies and ethos under the direction of the headteacher. Act on behalf of the headteacher/deputy headteacher in their absence.

- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement
- Support the creation and implementation of the school development plan, to take responsibility for appropriately delegated aspects of it
- Support all staff in achieving the priorities and targets that the school sets and monitor the progress towards achieving this
- Under the direction of the headteacher/deputy headteacher manage staff and resources to support the aims and objectives of the school

The Assistant Headteacher will also have a timetable teaching commitment of up to 50% complying with the Teacher's Standards and model best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

Main Activities:

- Line Manage a Curriculum Team Leader or other staff group
- Model outstanding teaching for the school
- Be responsible, with senior colleagues, for developing a stimulating and challenging learning environment across the school which secures effective learning and provides high standards of achievement, behaviour, and discipline
- Support the pastoral care of students in the school, promoting self-discipline and good behaviour at all times, in accordance with school policies
- Support the headteacher in the monitoring of the quality of teaching and students' achievements across the school, including the analysis of performance data
- Lead groups of staff in development activities and evaluate outcomes

- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection and safeguarding procedures, including relevant up to date training
- Take on specific tasks related to the day-to-day administration and organisation of the school as required by the headteacher
- Maintain good communication with parents and other external agencies
- Run briefings in the absence of other senior staff
- Work with all the Senior Leadership Team in implementing the School Development Plan
- Report to Governors as appropriate
- Develop teaching and learning monitoring processes such as lesson observations and marking policies to improve the quality of education and self-evaluation
- Support the development of curriculum leaders through coaching, mentoring and line management.
- Work to develop student voice opportunities
- Lead coaching and curriculum meetings that develop curriculum enhancement opportunities for learners for both the onsite and extra-curricular offer
- To undertake other responsibilities and tasks at the reasonable direction of the head teacher.

3. Strategic Leadership:

- Under the direction of the Head teacher develop effective practice that has a positive impact on the experience of all students in Key Stage 3 and Key stage 4 and contributes to raising standards of attainment, behaviour and achievement
- Be an active member of the senior leadership team to drive rapid and sustained improvement across the school
- Other specific areas of responsibility to be agreed annually with the headteacher/deputy headteacher

4. Operational role:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Maintain and update comprehensive records
- Manage resources to ensure value for money
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure school improvement strategies are effectively implemented
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Undertake additional administrative duties as directed by the Head teacher
- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school

- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance

5. Quality and Standards:

- Prepare reports where necessary
- Contribute to the school's monitoring and evaluation processes
- Monitor adherence to all agreed departmental and whole school policies e.g. Marking, Homework, SEND and Equal Opportunities
- Support participation in public and internal examination arrangements as well as other assessment programmes
- Have a working knowledge of teachers' professional duties and legal liabilities and adhere to the Teachers' standards
- Take responsibility for own professional development and duties in relation to school policies and practices

6. Teaching and Learning:

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Establish and sustain high-quality teaching across subjects and phases, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Act as a role model in the provision of high quality active teaching & learning and assessment
- Promote a culture and practices that allow all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEND

7. Staff, Resources and Accommodation:

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff well, with due attention to workload
- Ensure staff have access to appropriate, high-quality professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Take an active role in performance management of individuals and teams of staff
- Ensure the appropriate standards of care and safe working among students in relation to the subject and school environment

8. Community:

- Ensure there is an effective dialogue with parents/carers, outside agencies, community partners and partner organisations
- Represent the school as required
- Develop links with other schools, colleges and learning providers as appropriate
- Liaise with external partners and ensure positive relationships with members of the wider community

9. General:

- Maintain a high profile in the school
- Attend and participate in regular meetings
- Support school functions and extracurricular activities as appropriate
- Contribute to the development and implementation of the school development plan and action plans
- Participate in the school's arrangements for assemblies and other events
- Undertake self-review and engage in regular Performance Management as required
- Establish effective working relationships and set a good example through personal presentation and professional conduct

These responsibilities and duties may be subject to variation as the school's needs change at the reasonable discretion of the Head teacher. You may be required to teach staff or manage on any of the three campuses dependent on the needs of the school.

10. Customer Care:

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

11. People Management:

- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the Council, Department and School and are able to successfully implement decisions.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.
- Undertake staff management and supervisory responsibilities, including the recording of absences, appraisal, recruitment, development, welfare, discipline, deployment, motivation, etc.
- Foster teamwork involvement with staff to increase performance. Create an environment for ideas and innovations to be explored and work practices challenged. Encourage staff to meet their full potential.
- Make sure that full confidentiality is respected by all staff.

12. Statutory Requirements:

This post carries a requirement to have a Disclosure and Barring (DBS) check for Children. All teaching staff are required to carry out their general teaching and pastoral responsibilities in accordance with the provisions of the Schoolteachers' Pay and Conditions Document and are subject to the Conditions of Service for school teachers in England and Wales.

13. General Accountabilities and Responsibilities

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 1998 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder