

## **Job Outline**

# **Assistant Headteacher**

**Responsible to:** Deputy Headteacher  
**Salary Grade:** L13 - 17  
**Full time/Part time:** Full time

### **Job Purpose**

To support and assist the Deputy Headteacher and lead on student behaviour.

### **Key Responsibilities**

- Provide dynamic and professional leadership and management by sharing and modelling the school's vision and values in everyday work and practice;
- Develop and motivate staff;
- Set high expectations;
- Ensure high standards of behaviour, care, guidance and support throughout the school through the implementation of effective and efficient whole school monitoring and evaluation of school procedures & protocols;
- Oversight of the whole school behaviour systems and conduct in and around school; ensure relevant policies are updated and trends are analysed to ensure sustained improvement;
- Direct the middle leadership tier to ensure a clear understanding, application and compliance with the school's standards and expectations of behaviour for learning;
- Leadership of the Year Leaders and the Year Managers;
- Responsibility for all data tracking of behaviour;
- Reporting to Governors on Behaviour, Incidences of Prejudices etc.
- Preparing documentation for suspensions, managed moves and PEX;
- Keeping up to date with safeguarding legislation and training
- Liaise regularly with Parents and other Stakeholders to support students' learning and progress;
- Working closely with AHT for Engagement, Safeguarding and SENCo;
- Deputise for the Deputy Headteacher in their absence.
- To take responsibility for leading specific areas and initiatives to secure further school wide improvements.

### **Leadership and Management**

- Work with the Headteacher and the Governing Body and other stakeholders to develop the school's vision;
- Establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff;
- Articulate and model the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement
- Lead specific initiatives and co-ordinate development programmes to ensure the school promotes and achieves the highest standards of learning and teaching;
- Embed ambition and drive improvement, specifically within line managed departments and teams as well as across all other areas of responsibility;
- Be accountable for the progress line managed departments and teams make towards meeting the school's statutory targets and strategic objectives for student performance.

- Contribute to the school's rigorous and on-going self-evaluation cycle and quality assurance procedures across the school
- Draft workplace policies, procedures and practice, ensuring they take account of statutory requirements, national and local priorities and promote collective responsibility for their implementation;
- Prepare reports for Governors' meetings;
- Be a positive role model in all aspects of leadership, management, teaching and learning to both students and staff;
- Participate in the day to day management of the school by being a visible and effective presence and contributing to the duty rota.

### **Strategic Vision**

- Specific responsibilities in line with the School's strategic objectives and Core Values.
- This will include creating a culture of high expectations; monitoring data and assessment information to ensure the school's actions continue to secure strong outcomes for all pupils; preparing timely reports, which are appropriate for all stakeholders including governors. In addition, the post-holder will have a deep, accurate understanding of the school's effectiveness, particularly in relation to this role, taking into account all stakeholders' views.

### **Learning**

- Lead by example and consistently modelling good practice in building students' learning opportunities;
- Contribute to planning a diverse, flexible curriculum and effective assessment framework in keeping with the school's inclusive ethos;
- Support and co-plan learning experiences for students which are linked into and integrated with the wider community and take account of students' academic, spiritual, moral, social, emotional and cultural well-being;
- Implement strategies to ensure high standards of behaviour and attendance;
- Report national and local educational strategies and developments to all staff and governors as appropriate.

### **Personal Growth and Development**

- Ensure all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication;
- Implement effective procedures to safeguard students at all times;
- Support equal opportunities for all members of the school's community regardless of gender, ethnicity, religion, sexuality or disability;
- Implement clear, consistent and effective performance management processes within line managed departments and teams and challenge underperformance at all levels and ensuring corrective action and follow up is provided accordingly;
- Maintain effective partnerships with parents and carers to support and improve students' achievement and personal development;
- Use professional skills and judgement in decision making and ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those of Assistant Headteacher;
- Review own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of Assistant Headteacher;

- Manage own workload and that of others to allow an appropriate work/life balance.

### **Community**

- Liaise with other staff within the Pastoral Team, team leaders and appropriate external agencies to protect children to ensure their development, health and well-being;
- Identify opportunities, with the Deputy Headteacher, to further involve parents, carers, community figures, business and other stakeholders to enhance and enrich students' experiences;
- Share knowledge and experience with other schools in the locality and nationally to promote innovative initiatives and contribute to the wider development of the education system;
- Share the school's vision and values and building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and informing progress;
- Ensure timely and professional communication to parents
- Lead specific whole school in-service training sessions related to the priorities for the post and other relevant time limited working groups.

### **Environment**

- Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework ensuring the range, quality and use of available resources are evaluated to improve the quality of education for all students;

### **Trust**

- Establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations across the Trust;
- Articulate and model the Trust's vision and strategic direction; developing and implementing coherent operational plans which promote outstanding outcomes for all pupils;
- Lead specific initiatives and co-ordinate programmes to ensure the Trust promotes and achieves the highest standards;
- Contribute to the Trust's rigorous and on-going self-evaluation to ensure actions are secure and sustain strong pupil outcomes
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Comply with the School's Equality Policy.

### **General**

- All teachers will carry out their duties in line with those set out in the current School Teachers' Pay and Conditions Document.
- The Assistant Headteacher will undertake any other reasonable tasks or duties assigned by the Headteacher.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.
- This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.