



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title: Assistant Headteacher

Grade: L11-L15

Hours: Full-Time

Contract Type: Permanent

JOB PURPOSE

- Undertake the normal responsibilities of a classroom teacher
- Be a member of the Leadership Team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Maintain a high profile presence, and to be accessible to and supportive of students, staff, parents and the wider community, as appropriate
- To ensure that Finham Park 2 plays an active and influential part in educational and other partnerships, locally, regionally and nationally
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Strategic Framework and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement

GENERAL DUTIES (Not in Order of Priority)

Main Tasks

Support the Headteacher in:

- Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- The day-to-day management of the school
- 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

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document





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- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- To be responsible for teaching across all key stages

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Planning improvement which will translate school aims and policies into actions
- Implementing policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Teaching, curriculum and assessment

To contribute to:

- Establishing and sustaining high-quality teaching across the school, based on research & evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

Student Support

To contribute to:

- The effective induction of students
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a culture of independent learning
- The handling of individual student disciplinary cases
- The support of "World Class" Student Voice and Student Leadership programmes
- The support of pastoral data systems (behaviour & attendance) to ensure timely and high impact interventions





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The leadership and management of staff

- To be responsible for the line management and performance management of specific faculty/subject leaders tbc
- To participate in the recruitment and development of teaching and support staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers

SPECIFIC DUTIES

It is School policy to review leadership roles over a period of time. Initially this role will be focused on:

Personal Development

Signed:

Date:

Print Name:

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment

