

## Assistant Headteacher

### Job Description

<b>Team</b>	Senior Leadership Team
<b>Job Purpose</b>	To play a proactive role in the leadership and management of the school, both operationally and strategically. To lead and inspire all staff in the school in the successful delivery of the school's values, vision and strategic plan, holding staff to account through rigorous monitoring and proactive intervention. To take a strategic lead on a specified area of the school, as defined each year by the Executive Principal, working collaboratively across the All Through school.
<b>Accountable to</b>	The Executive Principal, although direct line management of specific roles may be delegated each year to the Heads of Phase.
<b>Responsible for</b>	Line Management responsibilities will be defined each year in discussion with the Executive Principal, and will be outlined on the staff organigram in the online staff handbook.
<b>General Requirements</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school's vision and the current school objectives outlined in the Academy Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>e. Work within the school's Equality Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.</li> <li>g. Engage actively in the RDP process.</li> <li>h. Adhere to policies as set out in the Staff Handbook.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Accountabilities</b>	
<b>1. Strategic Direction and Development</b>	<ul style="list-style-type: none"> <li>a. Lead on the successful delivery of specified areas of the Academy Development plan, as agreed each year with the Executive Principal.</li> <li>b. Be a proactive, forward thinking and inspiring leader for all stakeholders in respect of a specified area of whole school/phase responsibility. This may include, but is not restricted to: teaching and learning; behaviour and standards; pupil progress; inclusion; SENDCo; personal development; curriculum. This role will be defined each year in discussion with the Executive Principal, and outlined in the CFS Leadership responsibilities document in the online staff handbook.</li> <li>c. Take lead responsibility for policy development linked to the area of responsibility defined in bullet point d. Keep policies under review and make recommendations for change to ensure that they continue to meet the school's developing needs and government requirements, as appropriate.</li> </ul>

<b>2. Leadership and Management of Others</b>	<ol style="list-style-type: none"> <li>a. Be a proactive, organised, forward thinking and inspiring member of the school's Senior Leadership Team.</li> <li>b. Play an active role in the all-through approach, ensuring all strategic and operational decisions take into consideration both phases of the school.</li> <li>c. Lead by example, providing inspiration and motivation, and embody for all stakeholders the vision, purpose and leadership of the school.</li> <li>d. Support the Executive Principal in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.</li> <li>e. Proactively and rigorously hold all staff to account, against the expectations of their roles and national standards.</li> <li>f. Take responsibility for the day-to-day line management of designated staff, as outlined in the school's organigram on the staff handbook.</li> <li>g. Work with both Primary and Secondary colleagues to ensure continuity and progression.</li> <li>h. Support the Executive Principal in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate.</li> <li>i. Encourage and hold to account all members of staff to recognise and fulfil their statutory responsibilities to keep pupils safe.</li> </ol>
<b>3. Teaching and Learning</b>	<ol style="list-style-type: none"> <li>a. Provide a highly professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline.</li> <li>b. Undertake an appropriate teaching load.</li> <li>c. Support the Headship Team in the monitoring of the quality of teaching and pupil achievement including lesson snapshots, learning walks, book looks, gathering of pupil voice and the evaluation of performance data.</li> <li>d. Support the management and organisation of relevant groups of pupils to ensure effective teaching and learning takes place and that their personal development needs are met.</li> </ol>
<b>4. Monitoring, Evaluation and Assessment</b>	<ol style="list-style-type: none"> <li>a. Monitor and evaluate specific areas of responsibility in line with agreed school procedures, including evaluation against quality standards and performance criteria.</li> <li>b. Ensure the maintenance of accurate and up-to-date management information concerning specific areas of responsibility in order to inform the review and evaluation process.</li> <li>c. Identify and take appropriate action on issues arising from evaluation, setting deadlines where necessary and reviewing progress on the action taken.</li> </ol>
<b>5. Communications, Marketing &amp; External links</b>	<ol style="list-style-type: none"> <li>a. Support the Headship Team in ensuring that:           <ul style="list-style-type: none"> <li>• parents are kept well informed about the school curriculum, its targets, pupil attainment and their part in the process of improvement.</li> <li>• relevant school policies and procedures are regularly communicated to staff and pupils so that they are clear about their responsibilities.</li> <li>• links with parents, other schools, educational institutions and the wider community, including business and industry, are developed in order to enhance teaching and learning and pupils' personal development.</li> <li>• there is attendance at school events as agreed in the annual creation of the school's Rhythm of the Year (calendar).</li> <li>• there is a positive and mutually developmental relationship with colleagues across the Trust.</li> </ul> </li> <li>b. Participate as required in consultation processes with staff, pupils, parents, and the local</li> </ol>

	<p>community.</p> <ul style="list-style-type: none"> <li>c. Compile and publish information as required.</li> <li>d. Complete appropriate inspection information as required.</li> <li>e. Ensure that the school complies with all relevant statutory legislation as specified by the Department for Education, and other relevant bodies, to maintain a healthy and safe environment for all its students, staff and visitors.</li> </ul>
<b>6. Management of Resources</b>	<ul style="list-style-type: none"> <li>a. Work with the Executive Principal in establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources in order to achieve value for money.</li> <li>b. Take responsibility for the management of specific budgets to be agreed, to ensure effective and efficient use of resources.</li> </ul>
<b>7. Training and Development of Self and Others</b>	<ul style="list-style-type: none"> <li>a. Develop and maintain a culture of high expectations for self and others.</li> <li>b. Regularly review own practice, set personal targets and take responsibility for own development.</li> <li>c. Encourage all staff to be similarly active in their personal and continuous professional development.</li> <li>d. Lead groups of staff in developmental activities, and evaluate outcomes.</li> <li>e. Participate in the school's ECT/PGCE/new staff induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities.</li> </ul>
<b>8. Supporting the School in the Wider Community</b>	<ul style="list-style-type: none"> <li>a. Develop strong, positive relationships with Trust colleagues, contributing to collaborative work across all academies in the Trust, supporting other staff to develop and share best practice.</li> <li>b. Develop strong, positive relationships with WSCC/local colleagues, contributing to collaborative work across schools locally and support other staff to develop and share best practice.</li> <li>c. Represent the school on any relevant local groups.</li> </ul>
<b>9. Specific Operational Responsibilities</b>	<p>These are dependent on the specific role assigned each year, as outlined in 1d. The operational responsibilities within this role are outlined in the CFS Leadership Structure document in the online staff handbook, which can also be found on the school website here - <a href="https://www.chichesterfreeschool.org.uk/about-us/senior-leadership-team/">https://www.chichesterfreeschool.org.uk/about-us/senior-leadership-team/</a></p>

The post holder will undertake other reasonable duties related to the job purpose required from time to time. This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the CFS Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Executive Principal.