

Job details

Salary: Leadership Scale 7 - 11

Contract type: Full Time, Permanent

Reporting to: Headteacher and Deputy Headteacher

Responsible for: Leadership and development of curriculum, teaching and learning and assessment

Main purpose

The Assistant Headteacher will support the Headteacher and Deputy 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
- Develop and support the leadership of our new curriculum
- Develop and lead assessment across the school
- Lead on teaching and learning at Cayley

The Assistant Headteacher will also have a teaching commitment of up to 40%, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any other duties delegated from the Headteacher.

Qualities

The Assistant Headteacher, under the direction of the Headteacher, will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Demonstrate the school's values

Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Embody the Cayley school vision and values setting a high standard for all pupils, staff and families
- 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
- Model consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure that pupil voice is held in high regard by all stakeholders by developing the school council as the voice of all children
- Provide aspirational opportunities for children to be leaders in their own school

Quality of Education

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
- Enable 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
- To maintain good partnerships between parents and school and liaise effectively with external agencies so as to promote and secure maximum support for pupil learning
- Ensure the accurate monitoring of teaching and learning standards within the school
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted;
- Provide training for staff on effective teaching and learning
- Promote the active involvement of pupils in their own learning
- Support the development of an effective assessment framework

Additional and special educational needs and disabilities

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Promote cultures and practices that enable all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Establish and oversee curriculum and assessment systems, processes and policies so the school can operate effectively
- Ensure that the children have the highest aspirations for their lives through whole school events, assemblies and partnerships with external bodies
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify pastoral problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

- Performance manage middle leaders/class teachers, including carrying out appraisals and holding staff to account to their performance
- Manage staff wellbeing with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs
- Mentor new staff and Early Career Teachers in line with school induction processes

Governance, accountability and working in partnership

Under the direction of the Headteacher or Deputy Headteacher, the Assistant Headteacher will:

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- Develop effective relationships with families through organising and running parent workshops, parent volunteers and working with the parents and friends association
- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.