



Redruth School

Job Description

(as associated with the role and in addition to general Teacher's Job Description)

Post Title: Assistant Headteacher

Accountable to: Headteacher; Governors

Appraised by: Headteacher

The Role:

To work closely with the Headteacher and the SLT in developing the culture and ethos of Redruth School as well as driving high standards and expectations.

Key Responsibilities:

- To support improvement through providing strategic leadership of key aspects of whole school provision as directed by the Headteacher.
- To support colleagues, including other members of the Senior Leadership Team, in their work to develop and improve the school.
- To work with key stakeholders to ensure that the school's vision is clearly articulated, shared, understood and translated into real and effective action by all.
- Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practised by the staff and students of the school.
- To lead in developing, implementing and evaluating policies and practice that lead to school improvement.
- Analyse incidents and be proactive in developing interventions across the school.
- Lead on aspects of the School Improvement Plan and Self Evaluation as directed and provide evidence of impact.
- To support and contribute to the process of planning, implementing, evaluating and reviewing whole school improvement.
- Alongside the Headteacher and other senior leaders, to ensure the safeguarding of all pupils of all students and that the safety and wellbeing of students and staff is promoted and maintained at all times.

Leadership and Management:

- To share the responsibility for the leadership of the school and contribute to the consultative and decision-making processes including the formulation of aims and objectives.
- To fully support whole school policy decisions, contribute to their establishment and initiation, sustaining their implementation and review.
- To actively promote Redruth School liaising with key stakeholders and outside agencies as necessary, representing the Headteacher and school as appropriate.
- To contribute to discussions and decisions at Senior Leadership Team meetings.
- To offer information, advice and perspective to the governing body and to any legitimate external enquiry/evaluation.
- To communicate and consult with staff, students, parents and members of the local community as necessary.

School Ethos and Culture:

- To model the school's core values of respect, resilience and excellence.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To participate in the regular whole-school supervisory duties fulfilled on a scheduled basis.
- To demonstrate a commitment to Equality of Opportunity for all members of the school's community.

Teaching and Learning:

- To model outstanding practice in terms of classroom teaching, preparation, marking and assessment.
- To support strategies for raising the attainment of students and to work towards achieving these identified and agreed goals.
- Demonstrate and articulate high expectations and set challenging targets for the whole student body.
- Support strategies that secure high standards of behaviour and attendance.
- Take support the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff.
- Support the training and development of staff across the school.
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring.
- To observe colleagues, as required, as part of their performance management and give objective feedback, setting targets as appropriate.

Other:

In addition to all these specific responsibilities the post-holder may be required to undertake any additional responsibility that might reasonably be deemed to be part of the job, and any leadership responsibilities as directed by the Headteacher which are commensurate with the grade.

These responsibilities may be reviewed at any time with due consultation.

Reviewed: May 2024