

The LETTA Trust

Assistant Headteacher Job Description



Post title: Assistant Headteacher

Salary grade: L5-L9

Hours: full-time

Contract type: permanent

Responsible to: Headteacher

Responsible for: English & Inclusion

Main Purpose

- under the direction of the headteacher, to ensure that the school fulfils its potential for excellence in teaching & learning & enables all pupils to fulfil their potential
- to work alongside the headteachers to continue to develop a culture where individuals feel valued & personal development is encouraged
- to work alongside the headteacher to achieve the aims & objectives set out in the SDP & the school's vision
- to have high expectations of yourself & work with the headteachers to ensure that staff & pupils continually seek to improve & have high expectations of themselves & others
- to inform the school governors about the development of your areas & encourage their involvement so that they can effectively evaluate progress against the SDP

The key leadership behaviours required for success at this level are:

<p>Self-awareness</p> <p>Emotional self-awareness</p> <p>Accurate self-assessment</p> <p>Self-confidence</p>	<p>Social awareness</p> <p>Empathy</p> <p>Organisational awareness</p> <p>Service awareness</p>
<p>Self-management</p> <p>Emotional self-control</p> <p>Transparency</p> <p>Adaptability</p> <p>Achievement orientation</p> <p>Initiative</p> <p>Optimism</p>	<p>Relationship management</p> <p>Developing others</p> <p>Inspirational leadership</p> <p>Change catalyst</p> <p>Influence</p> <p>Conflict management</p> <p>Teamwork & collaboration</p>

Ref: The Emotional Intelligence Model developed by Daniel Goleman/HayGroup

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Duties & responsibilities:

Organisation & management:

- to share responsibility with other members of the leadership team for the running of the school in the absence of the headteacher
- to support the headteachers in evaluating the school's provision & performance
- to facilitate effective communication within your team so that all team members are well informed & feel valued
- to work as a member of the leadership team in leading & managing the school in order to secure continued school improvement
- under the direction of the HT, to monitor & review policies & their implementation

Pupils:

- to support & monitor pupil attainment within your areas so that pupil targets are met
- to work with the headteachers to ensure effective behaviour management & pastoral care of pupils throughout the school
- to ensure equality of access to the curriculum for all pupils

Teaching:

- to provide a model of excellent practice that will support the continuing professional development of other teaching & non-teaching staff
- to monitor teaching & learning within your areas so that the school's targets for standards of teaching are achieved
- to improve the quality of teaching in your areas by providing further training opportunities for staff, liaising with outside agencies & other schools & remaining up-to-date with developments & initiatives thereby enabling the school to meet its targets to develop other staff through mentoring & coaching

Curriculum:

- as required by the headteacher, to develop the school's curriculum within the context of the national curriculum & the aims of the school
- to oversee curriculum delivery within your areas to ensure coverage, progression & continuity
- to support the maintenance of effective systems of planning, assessment & record keeping

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Ethos:

- to embody the school's vision & aims in daily practice
- to maintain morale & confidence & set an example of professional standards
- to foster a sense of community within the school including forging & nurturing relationships with all pupils & members of the school community
- to build partnerships with parents & carers of pupils so that they fully understand & support the school in its work with pupils
- to support the positive benefits of living within a culturally & ethnically diverse society

Equal Opportunities & Inclusion:

- to be committed to inclusive school practices & equality of opportunity so that all members of the school community are able to fulfil their potential

Specific duties re Inclusion leadership:

- to be confirmed on appointment

General requirements:

- Undertake any professional duties commensurate with the grade of the post
- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination

Notes:

- This job description outlines duties which are in addition to those detailed in the duties of a school teacher as per the Teachers' Standards
- It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- This role will include a teaching commitment
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date: