

 **‘This is a good school’ Ofsted (May 2019)**

*‘We will endeavour to be a learning community with a culture that promotes excellence, equality and high expectations for students, staff, parents and governors.’*

**Job title**: Assistant Headteacher

**Salary**: L10-14

**Core Purpose:** The post-holder will be responsible for the strategic leadership of specific areas of responsibility and the implementation of procedures to facilitate high-level outcomes in student progress and development.

**Reporting to**: Deputy Headteacher

**Main areas of responsibility**

* **The leadership of specific areas of responsibility, as agreed with the Headteacher;**
* Undertake specific, significant roles in the leadership and management of the school;
* Make a significant contribution to school self-evaluation and improvement;
* Be accountable for leading projects, meeting deadlines and engaging staff as appropriate;
* Manage funding or budgets related to areas of responsibility.

**Role as a member of the Senior Leadership Team (SLT) of Sharples School**

* To work with the Headteacher and governors in contributing to the vision and strategic direction of the school, including the development of Specialist Science Status;
* To contribute as a leader and a classroom practitioner to a school wide focus on achievement and standards;
* To assist the Headteacher in the day to day running of the school which may involve contributing to the assembly programme, supporting break and lunchtime duties, promoting health and safety, and by attendance at extracurricular events;
* To promote the aims and values of the school, within the school, with parents and the wider community;
* To contribute to the line management of staff in order to support, challenge and develop them in their role thus ensuring a culture of accountability at all levels;
* To work as part of the SLT to support the appraisal process;
* To contribute towards maintaining the school SEF and SIP, ensuring accurate reflection of standards, progress and other aspects of the school’s work;
* To participate in early morning briefings, weekly meetings and strategic planning sessions including weekends;

**General duties and responsibilities**

* To carry out the duties as set out in the School Teachers’ Pay and Conditions Document;
* To continue to meet the required standards for Qualified Teachers’ status

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REVIEW ARRANGEMENTS**

***The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.***

**Prepared/revised by: Ms A Webster (April 2021) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Agreed by Postholder****:* ***Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Specification – Assistant Headteacher

|  |  |  |  |
| --- | --- | --- | --- |
|  | Criteria | EssentialDesirable | Evidence from |
| Education & qualifications | Degree qualificationQualified teacher statusChild Protection TrainingParticipation in work with other schools/agenciesExperience of leading in-service activities for othersCommitment to extend own skills/knowledge through further professional developmentSpecialist teacher of designated subject area | EssentialEssentialEssential | Supporting statement |
| Experience | Experience of more than one schoolSuccessful experience at middle management levelSuccessful experience of monitoring teaching and learningExperience of leading, motivating and monitoring other members of staffExperience of using data analysisExperience as a successful tutor Excellent classroom practice across 11-16 age range | DesirableEssentialEssentialEssentialEssentialEssentialEssential | Supporting statementReferencesInterview |
| Knowledge & understanding | Understanding of best practice in the effective use of pupil performance data and assessment for learningUnderstanding of best practice in raising pupil achievementExperience of managing change | EssentialEssentialDesirable | Supporting statementReferencesInterview |
| Skills & abilities | Excellent communication and interpersonal skills with adults and young peopleAbility to lead and support middle leaders and staffAbility to analyse complex issues and plan strategicallyAbility to exercise good judgement and make effective decisionsWell-developed ICT skills | EssentialEssentialEssentialEssentialEssential | Supporting statementClassroom observationInterviewReferences |
| i | Passionate belief in the ability of every pupil to achieve successA clear educational vision and sense of directionAbility to develop an ethos of high aspirations backed up by strategies to support this goalCommitment to the vision to be an outstanding schoolGood organisational skills and high levels of self-motivationEnergy, self-confidence and the ability to ‘give more’ when the occasion demands itAbility to work under pressure and to meet deadlinesGood sense of humour and the ability to maintain a sense of perspective in all working conditionsRecord of good health, attendance and punctualityA desire for further promotion | EssentialEssentialEssentialEssentialEssentialEssentialEssentialEssential | Supporting statementReferencesInterview |