

**‘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 | Essential  Desirable | Evidence from |
| Education & qualifications | Degree qualification  Qualified teacher status  Child Protection Training  Participation in work with other schools/agencies  Experience of leading in-service activities for others  Commitment to extend own skills/knowledge through further professional development  Specialist teacher of designated subject area | Essential  Essential  Essential | Supporting statement |
| Experience | Experience of more than one school  Successful experience at middle management level  Successful experience of monitoring teaching and learning  Experience of leading, motivating and monitoring other members of staff  Experience of using data analysis  Experience as a successful tutor  Excellent classroom practice across 11-16 age range | Desirable  Essential  Essential  Essential  Essential  Essential  Essential | Supporting statement  References  Interview |
| Knowledge & understanding | Understanding of best practice in the effective use of pupil performance data and assessment for learning  Understanding of best practice in raising pupil achievement  Experience of managing change | Essential  Essential  Desirable | Supporting statement  References  Interview |
| Skills & abilities | Excellent communication and interpersonal skills with adults and young people  Ability to lead and support middle leaders and staff  Ability to analyse complex issues and plan strategically  Ability to exercise good judgement and make effective decisions  Well-developed ICT skills | Essential  Essential  Essential  Essential  Essential | Supporting statement  Classroom observation  Interview  References |
| i | Passionate belief in the ability of every pupil to achieve success  A clear educational vision and sense of direction  Ability to develop an ethos of high aspirations backed up by strategies to support this goal  Commitment to the vision to be an outstanding school  Good organisational skills and high levels of self-motivation  Energy, self-confidence and the ability to ‘give more’ when the occasion demands it  Ability to work under pressure and to meet deadlines  Good sense of humour and the ability to maintain a sense of perspective in all working conditions  Record of good health, attendance and punctuality  A desire for further promotion | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential | Supporting statement  References  Interview |