



## **Assistant Headteacher**

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**Responsible to:** Headteacher / Deputy Headteacher / Senior Assistant Headteacher

**Responsible for:** Strategic direction of the school/Designated areas of responsibility/Designated link departments/Designated Senior Teachers

**Salary/grade:** L12-L16

### **Key Responsibilities**

- Assist the Headteacher and Deputy Headteacher / Senior Assistant Headteachers on the overall strategic direction of the school
- Lead on the strategic development of the school in relation to specific areas of responsibility, as directed by the Head Teacher
- Contribution to teaching, fulfilling the requirements set out in the Teachers' Standards
- Prioritise the school's aims, mission and ethos on a day-by-day basis and while leading strategic developments
- Any other reasonable request made by the Head Teacher

### **Purpose and Expectations**

The role of the Assistant Head Teacher is to assist the Headteacher, Deputy Headteacher and Senior Assistant Headteachers in ensuring standards of excellence, as outlined in the following four domains:

1. Qualities and knowledge
2. Pupils and staff
3. Systems and process
4. The self-improving school system

### **Qualities and Knowledge**

Assistant Headteachers are expected to:

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve, underpinned by the Catholic ethos of the school

- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community
- Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context
- Support the Headteacher and the Senior Leadership Team to communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel

### **Pupils and Staff**

Assistant Headteachers are expected to work closely with, and under the direction of, the Headteacher, Deputy Headteacher and Senior Assistant Headteachers to:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent provision through an analytical understanding of how pupils learn and of the core features of successful practice and curriculum design, leading to wide ranging academic and non-academic opportunities and pupils' well-being
- Establish an educational culture of openness as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice

### **Systems and Process**

Assistant Headteachers are expected to work closely with, and under the direction of, the Headteacher, Deputy Headteacher and Senior Assistant Headteachers to:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively.
- Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
- Assist in distributing leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **The Self-Improving School System**

Assistant Headteachers are expected to work closely with, and under the direction of, the Headteacher, Deputy Headteacher and Senior Assistant Headteachers to:

- Support the creation of an outward-facing school which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Demonstrate entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

### **Specific Responsibilities**

The Headteacher will direct Assistant Headteachers on their specific areas of leadership responsibility. These areas are outlined in detail in the Senior Leadership Team Roles & Responsibilities Matrix.

### **General Responsibilities**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- The post holder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.

- That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
- Any other duties of a similar nature related to the post, which may be required from time to time.
- The post holder will be required to comply with all Academy policies, including the no smoking policy.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.