

# JOB DESCRIPTION – Assistant Head

Post: ASSISTANT HEADTEACHER (Leadership Scale L1-5)

Responsible To: Headteacher

**Purpose of Job:** To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

**Introduction:** The Assistant Headteacher will have delegated responsibilities which are both school- wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher other than a Headteacher.

## Key Responsibilities

### 1. Core Purpose and Accountability

- 1.1. To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- 1.2. Undertake the professional duties of the Assistant Headteacher reasonably delegated to you by the Headteacher
- 1.3. Undertake the professional duties of the Headteacher, in the event of his absence from the school.
- 1.4. In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- 1.5. To provide professional leadership and management of School Development Plan priorities

### 2. Generic/Teachers

- 2.1. You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2011 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Tidemill Academy.
- 2.2. To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- 2.3. All staff are expected to uphold the school's principles and policies which underpin good practice and the raising of standards, and are expected to uphold and promote the school's aims and values.
- 2.4. All staff will be involved in working together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- 2.5. All staff will take an active role in the School Self Evaluation process. As Assistant Headteacher you will be expected to lead a team through the School Self Evaluation process.
- 2.6. All staff are expected to actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self evaluation and peer review.

### 3. Performance Management

- 3.1. To undertake annual Performance Management, setting and agreeing targets linked to school development plan priorities with the Headteacher.

## **4. Key Areas**

### **4.1. Impact on educational progress beyond your own assigned pupils:**

#### **Strategic direction/Shaping the future**

##### **a. Support the Headteacher in:**

Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all

Demonstrating the vision and values of the school in everyday work and practice

Motivating and working with others to create a shared culture and positive climate

b. Assist the Headteacher in the on-going and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, consistent with the procedures in the school self evaluation policy

c. Create costed subject development plans which contribute positively to the achievement of the School Development Plan and which actively involves all staff in its design and execution.

d. Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies

e. Promote high expectations for attainment

f. Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility

g. Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning

h. Work with outside agencies and stakeholders to inform future action

#### **4.2. Leading Learning and Teaching, developing and enhancing the teaching practice of others:**

a. Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes

b. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning

c. Develop whole staff, phase teams and individuals to enhance performance

Undertake coaching and mentoring

Plan, organise and deliver staff meetings, where necessary bringing in outside speakers

Keep abreast of the latest developments in the area and disseminate effectively to other members of staff

d. Plan, delegate and evaluate work carried out by team(s) and individuals

e. Create, maintain and enhance effective relationships

f. Recruit and select teaching and support staff

#### **4.3. Securing Accountability**

a. Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community

Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes

Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities

Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers

Reflect on personal contribution to school achievements and take account of feedback from others

b. Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets

c. Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies

d. Provide guidance on a choice of teaching and learning methods/strategies

Coach and mentor

Model and demonstrate

Act as a consultant for other staff

Exemplify good/outstanding practice

Undertake shared planning, team teaching etc

e. Develop and implement systems for recording individual pupil's progress

f. Evaluate the quality of teaching and standards of achievement, setting targets for improvement

#### **4.4. Resource Management**

a. Work with the Headteacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation

b. Work with the Headteacher to ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment

c. Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles

d. Secure and allocate resources to support effective learning and teaching within the subject area(s)

e. Monitor and control the use of resources and budget according to the school's agreed financial procedures

#### **4.5. Developing Self and Working with Others**

a. Work with the Headteacher to build a professional learning community which enables others to achieve

b. Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development

c. Be committed to your own professional development

d. Implement successful performance management processes with allocated team of staff

Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture

Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities

Acknowledge the responsibilities and celebrate the achievements of individuals and teams

Develop and maintain a culture of high expectations for self and others

Regularly review own practice, set personal targets and take responsibility for own professional development

#### **4.6. Strengthening Community**

a. Work with the Headteacher to engage with the internal and external school community to secure equity and entitlement

b. Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools

c. Work with the Headteacher to work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children

#### **5. Specific Duties for Assistant Headteacher**

5.1. To provide professional leadership and management of a key area of the School Development Plan as agreed, on an annual basis, with the Headteacher

5.2. To be responsible for teaching and learning and assessment across the whole school

5.4. To take an active role in the Schools Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all children

5.5. To be involved in the Performance Management of a group of TAs

5.6. To identify and pursue leadership and management development opportunities (to be agreed and negotiated with the Headteacher who will give support throughout)

**Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Assistant Head's work programme will be negotiated and agreed at the beginning of the performance management cycle.**

### **CONDITIONS OF SERVICE**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the Governors.

### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### **EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.