

Assistant Headteacher

Job Description

General duties & responsibilities

All members of the Leadership Team will have the following general duties:

- Carry out the general and specific professional duties as set out in the current School Teachers' Pay and Conditions documents.
- To actively support and contribute to the ethos of the school
- Play an active role in the School's Senior Leadership Team, assisting the Headteacher in creating a vision, sense of purpose and pride about the School and its work.
- Share the vision, ensuring senior and middle leadership recognise and understand their participation in the learning process and provide appropriate training and support.
- Lead the development and implementation of relevant aims, objectives and policies for the school.
- Identify desired outcomes and success criteria and provide a clear model of what is expected for the implementation of change in designated areas of responsibility.
- Provide clear direction and establish a systematic monitoring and evaluation programme to evaluate initiatives.
- Line manage key middle leaders and areas of school within agreed school systems.
- Scrutinise and monitor the performance and effectiveness of key middle leaders and meet regularly to discuss / review / evaluate progress. Keep records of formal meetings.
- Undertake the Appraisal of identified staff.
- Assist the Headteacher in identifying areas of underperformance and in the implementation of any support programmes or formal procedures to ensure a collective responsibility in implementing school improvement and to provide accurate, detailed records to support this process.
- Take a lead role in maintaining discipline around school, ensuring the implementation of the school's Behaviour Policy, supporting staff when appropriate.
- Take a lead in implementing the school's policies and procedures on Safeguarding and Child Protection
- Contribute to the writing and implementation of the School Improvement Plan
- Contribute to the writing and implementation of the school's Self Evaluation Form ensuring areas of responsibility have accurate data and information.
- Identify and celebrate areas of success for individual members of staff and areas of school.
- Develop and maintain effective methods of communication with the Headteacher, SLT colleagues, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.

- Assist in the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection.
- Prepare and deliver school assemblies at all key stages.
- To participate in the review cycles as required
- To carry out regular lesson observations, learning walks, drop in sessions and book scrutinies as part of the school's quality assurance framework
- To promote high standards of conduct and enforce school rules
- To contribute to the day-to-day running of the school e.g. lunch queue, break duty and end of duties
- To prepare and deliver assemblies
- To liaise with parents over matters of concern regarding their children
- To advise on the appointment of new staff and assist with selection as required
- To present to governors' meetings as required
- Chair staff meetings / working parties as required.
- Keep a high profile around school, taking command of areas at change of lessons and being visible and active during non-structured time.
- Support staff in achieving a healthy work-life balance.
- Be a high profile presence at school events.
- Deputise when required for the Headteacher and Deputy Headteacher.

Specific responsibilities will be discussed and agreed throughout the recruitment process to establish the best fit of individual strengths across the Leadership Team members.