Elthorne Park High School

**Assistant Headteacher**

**(Student participation, engagement and development)**

Job Description

L12 to L17

The exact nature of the responsibilities will be based partly on the strengths and experience of the successful candidate.

**Purpose of the post:**

* To assist the Headteacher in the strategic leadership and management of the school in order to achieve the highest standards of student support and development and staff performance
* To uphold and promote the values of the school
* To assist the Headteacher in fulfilling the Governing Body’s aim for the school to be outstanding in all areas
* To fulfil the functions outlined below (and those delegated from time to time) in order that the school provides an efficient education for its students

**Specific Responsibilities**

1. Responsible for developing and running our programme of wider student opportunities/extra-curricular programmes
2. Responsible for external communications and promoting the school through the website and other digital channels. This includes ensuring that digital content is compliant, up to date and of high quality.
3. Responsible for the annual cycle of stakeholder engagement and feedback, adapting the programme to take into account the changing needs of the school in relation to stakeholder voice and analysing and reporting findings. This includes running and promoting whole school student leadership structures.
4. Responsible for ensuring high quality delivery - including line management of post holders - of the following:
* SMSC
* Fundamental British Values
* CEIAG
* Healthy living
* Citizenship and PSHE
* Character development
* Equality and Diversity
1. Support the Deputy Headteacher on the strategic vision, policies and procedures related to student engagement/support and working with Key Stage Leaders to plan and deliver student character development programmes.
2. Leading, as agreed with the Headteacher, whole school projects designed to promote the best possible provision for all students including those identified as priorities by Ealing’s Race Equality Commission.

**General Duties**

1. With the Headteacher and other senior leaders, establish a clear and widely shared vision for school improvement with the aim of making all aspects of the school ‘outstanding’
2. Play a full part in the strategic and operational direction of the school by contributing to planning, staff training, reviews of learning and teaching monitoring and evaluation
3. Assist the Headteacher with the day-to-day management of the school
4. Line-manage middle/senior leaders and other staff as agreed with the Headteacher including monitoring and evaluation of their work
5. Liaise proactively with parents/carers, other agencies and the wider community to promote the best possible outcomes for young people
6. Participate in the development and production of various school publications as directed by the Headteacher
7. Participate in the recruitment, supervision and appraisal of designated staff
8. Fulfil the core requirements of a school teacher as described in the School Teachers’ Pay & Conditions document