

JOB DESCRIPTION

POST	Assistant Headteacher (Teaching and Learning)
Salary/grade	Leadership Range 11-15
Contract	Full Time Permanent
Reporting to	Headteacher
Responsible for	Teaching and Learning across the school ITT trainees, NQTs, RQTs, Mentors Newly appointed and departing colleagues Whole staff CPD and training Faculty links (tbc)
Main Purpose	<p>The Assistant Headteacher, under the direction of the Headteacher, will take a major role in:</p> <ul style="list-style-type: none"> • Formulating the aims and objectives of the school • Establishing policies for achieving these aims and objectives • Managing staff and resources to that end • Monitoring progress towards the achievement of the school's aims and objectives <p>The Assistant Headteacher will also be expected to fulfil the professional responsibilities of a senior leader teacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).</p>
DUTIES AND RESPONSIBILITIES	
Qualities and knowledge	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Support with the day-to-day management of the school • Communicate the school's vision compellingly and support strategic leadership • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students • Build positive relationships with all members of the school community, showing positive attitudes to them • Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally • Work with political and financial astuteness, translating policy into the school's context • Seek training and continuing professional development to meet own needs • Understand the SEND code of practice and how to support students with SEN or a disability • Barriers to learning encountered by students eligible for pupil premium and how to overcome these and support learning • Promote an inclusive and diverse curriculum

Students and staff	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes • Ensure excellent teaching in the school, including through training and development for staff • Establish a culture of 'open classrooms' as a basis for sharing best practice • Create an ethos within which all staff are motivated and supported to develop their skills and knowledge • Identify emerging talents, coaching current and aspiring leaders • Hold staff to account for their professional conduct and practice • Support ITT students in their learning • Support NQTs, RQTs and their mentors in their induction and through the Early Career Framework • Support new staff to the school in induction and onboarding • Manage the exit of colleagues • Support professional development of all colleagues • Liaise with colleagues in MAT to develop opportunities for professional development to promote high quality teaching and learning
Systems and processes	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose • Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour • Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and promoting and sharing excellent practice • Work with the local governing body, trust board and CEO as appropriate • Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources • Support distribution of leadership throughout the school • Frequent contact and opportunities for dialogue with parents/carers occurs • Middle Leaders and teachers use student data to best support their needs • Liaison with external agencies inc other schools to support students who are struggling to achieve in school
The self-improving school system	<p>Under the direction of the Headteacher:</p> <ul style="list-style-type: none"> • Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all students • Develop effective relationships with fellow professionals • Model entrepreneurial and innovative approaches to school improvement and leadership • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education
Other areas of responsibility	<ul style="list-style-type: none"> • ITT training including liaison with SCITT as a Lead Secondary School • NQT and RQT induction including implementing the Early Careers Framework • Support of mentors

	<ul style="list-style-type: none"> • Whole school CPD programme • Recruitment and support of new staff • Deputy Designated Safeguarding Lead • Exit interviews • Literacy and Numeracy across the curriculum
Miscellaneous	<p>The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.</p>

Notes:

This job description may be amended at any time in consultation with the postholder especially in response to updated school policies or central government advice.

This job description should be read in conjunction with relevant MPR/UPR job description.