# JOB DESCRIPTION

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| **POSITION:** | Assistant Headteacher |
| **REPORTS TO:** | Deputy Headteacher |
| **PAYSCALE:** | Leadership L8-12 |
| **CONTRACT:** | Permanent, Full time |
| **LOCATION:** | The De Montfort School, Evesham. There will be some additional travel to agreed schools. |

**PURPOSE OF THE JOB**

All Assistant Headteachers play a critical role in the life of the school. They support the Headteacher and Deputy Headteacher in:

* Providing high quality professional operational leadership and management of the school
* Leading strategic development of the school, supporting with formulating the aims and objectives of the school
* Implementing strategies for school improvement
* Ensuring effective and efficient organisation and administration of the school
* Enhancing standards of pastoral care and teaching and learning to ensure all of our students secure the best outcomes
* Managing staff and allocating resources appropriately, efficiently and effectively

All teachers are subject to the Conditions of Employment set out annually in the School Teachers’ Pay and Conditions Document. These detail the professional and duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers.The responsibilities outlined in this job description are in addition to those covered in the ‘Teacher’ job description.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**School Leadership**

**Under the direction of the Headteacher or Deputy Headteacher:**

* Contribute to embedding our shared vision, values and Trust dividends across the school, ensuring that it is understood by staff, students and parents/carers
* Be a strong advocate for and role model the Trust’s values, principles and approaches
* Contribute to the development, monitoring and reviewing of a school development plan (SDP), ensuring it is aimed at raising achievement and is critical to sustaining school improvement
* Contribute to developing, implementing, monitoring, reviewing and evaluating policies for the delivery of the schools aims and objectives, ensuring these take account of national and global trends, local and school data, and inspection and research findings
* Build positive and respectful relationships with stakeholders and the wider community acting as an ambassador for the Trust and your school, promoting educational improvements and success
* Support the Headteacher in ensuring the schools resources (eg financial and workforce) are organised and distributed effectively ensuring the principles of best value
* Keep ahead of appropriate legislative changes that apply to the education sector
* Support the Headteacher in ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work with the Headteacher to ensure the highest possible standards of education are delivered, through the promotion of outstanding behaviour, effective teaching and learning, a balanced curriculum,
* Ensure the provision of excellent pastoral care and support for students and a rich extra-curricular programme which reflects the school’s development priorities and ethos.
* Contribute in school leadership meetings, offering direction, effective support and challenge where appropriate
* Ensure that safeguarding policies and practices are fully implemented and followed by all staff
* Ensure staff and students safety and welfare through effective approaches to safeguarding, as part of your duty of care

**Leading teaching and learning**

**Under the direction of the Headteacher or Deputy Headteacher:**

* Working with senior leaders across the school, contribute to the development and implementation of a broad and balanced curriculum that meets the relevant statutory requirements
* Contribute to assessing, monitoring and evaluating the curriculum in order to identify and act upon areas for improvement and to develop a personalised learning culture within the school which promotes independent learning
* Contribute to securing and sustaining effective teaching and learning throughout the school by monitoring and evaluating the standards of learning and teaching practice in the classrooms, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed
* Contribute to developing a shared expectation of outstanding teaching and learning across the school, led by expert teachers across all subjects and phases, built on an evidence informed understanding of effective teaching and how students learn
* Contribute to developing and implementing an aspirational culture of learning for all, including those with special educational needs (SEN) and disabilities and promote an inclusive culture that enables all pupils to access the curriculum − ensuring there are effective systems for monitoring progress and intervention procedures are clear
* Working with senior leaders across the school, set high educational standards – ensure staff understand this expectation and that effective support measures are in place to help staff achieve this aim in order to secure the best outcomes for our students
* Monitor progress against targets for student achievement and make suggestions to improve teaching and learning practices accordingly ensuring excellence for all
* Support the Headteacher by ensuring the behaviour management policy is embedded across the school and that it is understood clearly by staff and students
* Support the Headteacher in ensuring the school is responsive to the needs of students and listen to student voice surveys and suggest adjustments to improve teaching strategies accordingly
* Ensure a culture that supports and facilitates student engagement in, and ownership of, their own learning
* Develop and maintain effective partnerships with parents, carers, the community, other schools, to improve the educational outcomes for all students
* Work with senior leaders in the school to extend students learning experiences, their achievement and personal development, by creating effective links with business and industry, and promote outdoor learning through trips, residential visits and related opportunities

**Leading People**

**Under the direction of the Headteacher and Deputy Headteacher:**

* Line manage school staff as identified by the Headteacher providing direction, effective support and challenge to help them secure the best outcomes for our students
* Manage staff with due attention to workload and work life balance
* Working collaboratively with the Headteacher ensure the [Teachers’ Standards guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/61b73d6c8fa8f50384489c9a/Teachers__Standards_Dec_2021.pdf) are visible and embedded across the school.
* Support the Headteacher to secure and sustain effective leadership throughout the school by monitoring and evaluating the standards of leadership, ensuring that appropriate standards of professional performance are established and maintained and that underperformance at all levels is challenged and addressed.
* Participate in the selection and recruitment of school positions, seeking to ensure the best people are appointed
* Contribute and where appropriate lead in the performance management process of staff as necessary, including evaluating performance and challenging underperformance
* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Support the Headteacher to ensure teachers and staff have been provided with the necessary statutory and mandatory training including induction training needed to carry out their professional duties
* Respond positively to feedback and act on results from staff surveys.
* Recruit, retain and deploy staff appropriately.
* Lead by example in terms of professional development by taking responsibility for direct reports development needs, ensuring they have access to CPD opportunities and supporting then to access such opportunities.
* Celebrate the achievements of all and foster a culture of continuous improvement, facilitating training opportunities for staff, on a developmental basis and not just out of necessity.
* Motivate staff in their roles and support them in aspects of their role as necessary.
* Work with the Headteacher to provide effective training for staff eg through INSET days.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

**PERSON SPECIFICATION**

Assistant Headteacher

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| **Attribute** | **Essential** | **Desirable** |
| **Education and Qualifications** | * QTS * A good honours degree * Recent and relevant professional development | * Further relevant leadership and management qualifications-eg NPQSL etc (or working towards) * Valid full UK driving licence * Designated Safeguarding Lead |
| **Experience** | * Experience of teaching in a secondary school * Outstanding classroom practitioner with the knowledge, understanding and practical application of effective teaching and learning strategies in order to raise standards * Proven track record as a teacher whose students reach high standards of learning and achievement * A track record demonstrating a commitment to high standards, continuous improvement and quality assurance * Successful leadership, management and development of a significant, recent initiative with measurable positive impact * A track record of effectively leading, managing and motivating students and staff and developing team approaches * Clear vision for and proven track record of raising attainment and achievement and dealing with underachievement at Key Stages 4 and 5 and dealing with underachievement | * Successful experience of strategic leadership and management * Experience of having worked as Designated Safeguarding Lead |
| **Knowledge** | * Knowledge and understanding of recent legislation, development and initiatives in secondary education * Knowledge of the curriculum at Key Stages 3, 4 and 5 * Knowledge of OFSTED requirements and self-evaluation * Knowledge of effective secondary practices and effective assessment tools * Knowledge of best practice / entrepreneurial approaches to school improvement, leadership and governance * Up to date knowledge of secondary education, pedagogy, effective classroom management * Knowledge of various leadership styles and practices and their effects in different contexts within schools | * Knowledge of the curriculum at Key Stage 2 * Understanding of school finances and financial management |
| **Skills and Attributes** | * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Excellent organisational skills * Excellent problem-solving skills * Excellent communication and interpersonal skills * Ability to build effective working relationships at all levels within an organisation and external to an organisation with strong influencing and negotiating skills * Ability to instil a strong sense of accountability in staff * Ability to lead by example, with integrity, creativity, commitment and ambition * Ability to compellingly communicate the Trusts vision with a proven record of leading, managing and successfully implementing change * Ability to ensure excellent teaching through an analytical understanding and knowledge of the core features of a successful classroom * Skilled in creating an environment where staff and students are motivated, supported and able to develop themselves * Ability to positively support the development and training of staff * Ability to oversee and ensure a safe and well-ordered environment, ensuring excellent and fully compliant safeguarding practices |  |
| **Personal Qualities** | * Committed- to the safeguarding of our students and providing the best in class education * Accountable- Uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times * Enthusiastic- highly motivated with an enquiring mind and passion for excellence * Reflective- positive attitude and self-critical * Resilient -with the ability to handle high levels of pressure and be able to meet deadlines * Bold and brave- with thinking, decision making and enactment, never settling for ‘good’ and always striving for excellence * Role model- by leading by example, and having the drive to develop the capabilities of others |  |