**Title of Post:** Assistant Headteacher

**Salary:** Leadership Scale L13-L17

**Responsible to:** Headteacher

**Post Purpose and Objectives**

The purpose of the post is to manage the school’s Teaching and Learning network so as to maintain the requirements of raising student attainment. The postholder will be a key figure in the senior leadership team and will be responsible for:

# Main Duties and Responsibilities

* Leadership of Whole School Teaching and Learning
* Leadership of teaching staff appraisal process
* Management of Teaching and Learning CPD
* Oversight of homework processes
* Interventions within the school day and after school
* Line Management: Up to two link departments and a Year Group - to be decided
* Governing Body link: Curriculum
1. **Leadership and Management**

As a member of staff paid on the leadership spine, duties will be at a general leadership level as below:

* 1. To continuously aspire to develop, improve and embed the progress of students at The Elton High School.
	2. Take responsibility for the Appraisal of other staff as directed by the Headteacher.
	3. Attend SLT meetings and briefings as required.
	4. Ensure equality of opportunity for staff and students.
	5. Report to the Headteacher in accordance with school procedures.
	6. To fulfil all of the requirements and duties set out in the current Pay and Conditions Documents relating to the conditions of employment of teachers.
	7. To ensure the Ofsted priorities are addressed.
	8. To ensure with the HoDs that the quality of teaching and learning in your link department is good or better.
1. **Other**
	1. Contribute to the school ethos, aims and the development / improvement.
	2. Attend and participate in regular meetings.
	3. Participate in training and other learning activities and performance development as required.
	4. To recognise own strengths and areas of expertise and use these to support and advise others.
	5. Carry out any other duties, consistent with the grading of the post, as directed by the Headteacher.
	6. As a member of SLT, take collegiate responsibility for raising the achievement of all students in all areas
	7. As a member of SLT, take responsibility for setting and modelling the highest personal and professional standards for staff and students in all areas
	8. As a member of SLT, strive to ensure all personal classes achieve at or above expected progress
	9. As a member of SLT, to create handover structures for all areas of responsibility
	10. Oversee duties at break and lunchtime as required.
2. **Line Management:**

Management and support of curriculum Heads of Departments (HoDs) to support strong Teaching & Learning across the school.

1. **Governing Body link:**

Curriculum.

1. **Corporate Responsibilities of all senior leaders to include (and are expanded on below)**

Maintain high expectations and adherence to protocols, policies and procedures.

Take responsibility for overseeing the progress of a year group.

Link SLT member with relevant departments.

Playing an active part on “day-to-day” school management including:

* be a visible presence around the school site
* Assemblies
* Duties
* Isolation and On Call

Contribute to the SDP, SIP and SEF.

Attendance at SLT meetings and briefings.

Providing support for activities outside the school day.

Attending relevant Governing Body meetings.

1. **Notes**
	1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
	2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the School’s published Time Budget Policy and have regard to a Teacher’s Conditions of Employment.
	3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.