Elthorne Park High School

**Assistant Headteacher**

**(Teaching, research and innovation)**

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 staff performance and student development
* 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. Lead improvements in the quality of curriculum delivery through planning and leading a whole school strategy to share best teaching practices. This includes supporting curriculum leaders in evaluating the impact of teaching activities on learning and provide a weekly T & L focus for the staff bulletin and regular input at communication briefing.
2. Responsible for setting home learning policies, procedures and monitoring their impact. This also involves overseeing relevant sections of the website and SMHW.
3. Manage, monitor and evaluate the work of lead learners, coaches and those responsible for beginner teacher induction and training.
4. Support the Deputy Headteacher with aspects of quality assurance related to quality of education and the promotion of high standards. These include delivering agreed curriculum plans, using agreed pedagogy and maintaining high expectations and standards.
5. Support the Deputy Headteacher to plan, deliver and monitor the effectiveness of a research-driven CPD programme, leading on whole school action research projects, publishing research findings and resourcing & managing the CPD library and training room.
6. Work with the inclusion, ARP and SEN teams to promote ‘communication friendly’ teaching strategies across all curriculum areas in support of students with additional and special needs.

**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