The Brakenhale School Job Description

Job Title	Assistant Headteacher- Role dependant on experience of Candidate

Salary	L13-17

Aim and main purpose of the job

- To work in partnership with other members of the Senior Leadership Team (SLT) in providing a high level strategic, management and operational direction for the school
- To share with other members of SLT the responsibility for setting, maintaining, monitoring and improving standards in the school

General Accountabilities:

1. To act as a role model in leading all staff in their own excellent leadership, delivery of high quality teaching and learning, continuous professional development and professional presence in the school.
2. To consistently deliver high quality teaching that results in excellent student progress and outcomes.
3. To contribute to the creation and implementation of the annual School Improvement Plan, and Self Evaluation.
4. To contribute to the setting, monitoring and evaluating of pupil attainment targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets.
5. To contribute to the review of teaching and learning, monitoring the progress of all pupils including targeted groups to ensure all pupils are engaged in their learning and achieve outstanding progress.
6. To share with the SLT in the operational work of the school specifically in day to day student behaviour management, emergencies, parent contact, governor liaison and public relations.
7. To ensure the best presentation and reputation of The Brakenhale School in the community.
8. To act as a departmental Line Manager providing regular support and challenge for staff in a way which recognises good practice and supports their progress against performance appraisal objectives resulting in a tangible impact on students learning, progress and outcomes.
9. To act as a pastoral Line Manager actively implementing the key aspects of the school's behaviour and inclusion policies.
10. To follow statutory guidance and school policies e.g. Brakenhale Behaviour Code.
11. To attend, prepare documentation and present information to Governors Meetings.
12. To be a Duty Team Leader.
13. To deliver assemblies within accordance with the devised rota.
14. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
15. Carry out tasks as reasonably required by the Headteacher.

Specific Accountability:
To ensure students at Key Stage 4 make outstanding progress beyond expectations.

Details of Line Management

- The post of Assistant Headteacher is line managed by the Deputy Headteacher or Headteacher
- As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the Teacher's Conditions of Employment
- This description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of the SLT are expected to be flexible to ensure the most effective organisation and delivery of learning.

Notes:
Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.