

**Assistant Headteacher**

**Job Description**

**Purpose of the job**

The main purpose of this role is to assist the Headteacher and Senior Leadership Team with the leadership and management of our inclusive academy, setting the strategic direction of the school and ensuring that the Trust’s vision is delivered. Specific roles and responsibilities rotate across the Senior Leadership Team to support school and team development.

**Reporting to**

Headteacher

**Main responsibilities**

* Ensure that all students benefit from the highest quality education and achieve outstanding personal and educational results
* Take responsibility for the leadership and management of a variety of whole school areas, and to promote and be involved in the wider life of the school community
* Lead curriculum and pastoral team leaders effectively to maximise student development and outcomes
* Agree development objectives for a group of staff, monitor and support those objectives in line with school policy
* Lead on the development and review of agreed aspects of our Academy Improvement Plan
* Secure the school’s success by supporting the day-to-day operation of the school and take part in recruiting, developing and supporting high quality staff
* Establish and maintain a purposeful working atmosphere, set and model high expectations for students’ behaviour
* Be fully committed part to your own professional development, as well as those of your team members
* Act as a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education
* Work confidently on all aspects of student outcomes, including internal assessment systems
* Work with data appropriate to the role
* Assist in monitoring and reviewing the work of the school.
* Establish, lead, and chair, as necessary, meetings of groups of staff
* Carry out and share supervisory duties in accordance with published rotas
* Adhere to published academy policies and procedures
* Actively support and participate in the museum learning programme
* Undertake any other tasks as reasonably required by the Head Teacher

**Safeguarding responsibilities**

* Promote and safeguard the welfare of all children and young people within the Trust.
* Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
* treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment.
* promoting and safeguarding students’ wellbeing.
* showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

**General responsibilities**

* Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
* Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

*Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.*

**Person Specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| Relevant recent QTS, Degree or equivalent teaching qualification | ✓ |  |
| Engagement in relevant CPD | ✓ |  |
| Experience of managing student behaviour | ✓ |  |
| Experience of constructive cooperation with parents and governors | ✓ |  |
| A first-class teacher with at least 5 years successful teaching experience (all ability, 11-18 age range) | ✓ |  |
| Experience of leading and managing a staff team | ✓ |  |
| Proven track record in raising standards of student achievement | ✓ |  |
| Experience in the use of ICT as a teaching and learning tool | ✓ |  |
| Experience of managing a delegated budget |  | ✓ |
| Leading/managing a whole school initiative/whole school change |  | ✓ |
|  |  |  |
| **Professional Knowledge & Understanding** | **Essential** | **Desirable** |
| Strategies for raising student achievement | ✓ |  |
| Effective practice and approaches to Teaching and Learning | ✓ |  |
| Current educational trends and thinking | ✓ |  |
| How to use data and information to effect improvement | ✓ |  |
| School review and self-evaluation processes |  | ✓ |
| How to lead change |  | ✓ |
| Ofsted framework for school inspection/self-evaluation |  | ✓ |
|  |  |  |
| **Personal Qualities and Skills** | **Essential** | **Desirable** |
| Has passion and believes that every student can succeed | ✓ |  |
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ |  |
| Has the ability to think strategically with imagination, vision and originality | ✓ |  |
| Is reflective and open | ✓ |  |
| Is confident, motivated and ambitious | ✓ |  |
| Is an effective communicator and presenter | ✓ |  |
| Can plan, organise and delegate effectively | ✓ |  |
| Possess excellent interpersonal skills | ✓ |  |
| Can make tough decisions | ✓ |  |
| Has sound judgement, especially when working under pressure | ✓ |  |

**Last review date**: March 2023