

Assistant Headteacher

Leadership L11-L15

Job Purpose	To work with the Headteacher and Senior Team to provide professional leadership and management for the school, overseeing a number of curriculum leaders, looking at the development of the broader curriculum and entitlement and strategic leadership of one of our 'smaller schools' in our unique smaller school pastoral system.
Reporting to	Headteacher
Responsible for	<ul style="list-style-type: none"> • Designated Curriculum Leaders • Broad curriculum development and entitlement • Strategic lead of smaller school • Communicating the school's vision, and drive the strategic leadership, empowering all students and staff to excel. • Demanding ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
Accountabilities	<ul style="list-style-type: none"> • Create a culture where pupils experience a positive and enriching school life • Ensure the teaching of a broad, structured and coherent curriculum • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities • Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life • Ensure a culture of staff professionalism • Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
	<p>STRATEGIC PLANNING</p> <ul style="list-style-type: none"> • Inspire and influence others – both within and beyond school- to believe in the fundamental importance of education in young people's lives and to promote the value of education • To serve as a member of the Senior Leadership Team and assist with whole school strategic planning as required. • To encourage creativity, innovation and the use of new technologies to achievement excellence. • To produce and implement clear, evidence-based improvement plans and policies for the further development of the school, as required. • To ensure that such policies take account of national and local circumstances and initiatives. • To be responsible for sections of the School Evaluation Form, as directed by the Headteacher.

	<p>MANAGEMENT OF SELF AND OTHERS</p> <ul style="list-style-type: none"> • To line manage and carry out the annual appraisal of a number of Curriculum Leaders • To treat all people fairly, equitably and with dignity and respect, thereby supporting a positive culture in line with the aims of the school. • To build a collaborative learning culture within and beyond the school, actively engaging with other local schools to develop learning communities. • To set high expectations for self and others and take appropriate action when performance is unsatisfactory. • To regularly review own practice, set personal targets and take responsibility for own personal and professional development. • To promote an ethos in which success is celebrated, personal responsibility is expected and feedback from others is valued.
	<p>STRENGTHENING COMMUNITY</p> <ul style="list-style-type: none"> • To help build a culture and curriculum that takes account of the growing diversity of the school's community. • To promote positive strategies for challenging prejudices and dealing with discriminatory behaviour, if observed. • To ensure students' learning is linked into and integrated within the wider community. • To maintain an effective partnership with parents and carers in order to support and improve students' achievement and personal development. • To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school so as to enrich learning and promote the worth of the school to the local community, • To present an account of the school's performance to a range of audiences, including the FGB, parents and carers. • To contribute to the wider development of education by sharing good practice, working in partnership with other schools and promoting initiatives
	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the School Vision and the current school objectives outlined in the School Improvement Plan. • Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher. • Attend school events and activities as required by the Headteacher. • Represent the school at external meetings and other events as required. • Contribute to the school's programme of extra-curricular activities. • Promote equality and opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors • Engage actively in the appraisal process.

	<ul style="list-style-type: none"> • Adhere to and assist in the development of school policies as set out in the Staff Handbook. • To undertake additional duties as reasonably requested by the Headteacher <p>Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, these should be amended accordingly. The job description will, in any case, be subject to periodic amendment including at the time of the review if it reveals significant changes in the post holder's role within the school.</p>
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Postholder:

Signature:.....

Printed Name:.....

Line Manager:.....

Signature:.....

Printed Name:.....