



The Radclyffe School
“Working Together for Excellence”

JOB DESCRIPTION **Assistant Headteacher**

Purpose	<p>Work with the governors, Headteacher and Deputy Headteacher for Quality of Education (Q of E) to provide strategic leadership and management across the school.</p> <p>Deputise in the absence of the Deputy Headteacher (Q of E).</p> <p>As a key member of the Senior Leadership and Management Team (SLMT), lead the realisation of the school’s aims and objectives: formalising and implementing policies and raising standards of student attainment and achievement to ensure all students make at least expected progress.</p> <p>To lead on and oversee the successful induction of all new teaching staff; to fulfil the role of Induction Tutor, carrying out assessments and progress reviews as well as coordinating the induction programme and relevant CPD for Early Career Teachers and Teach First staff.</p> <p>Under the strategic leadership of the Deputy Headteacher (Q of E), play a senior role in developing learning and teaching across the school and develop policies and procedures and staff training to facilitate effective learning and the very best outcomes for all students.</p> <p>Under the strategic leadership of the Deputy Headteacher (Q of E), play a senior role in developing and coordinating school’s CPD programme for teachers and ensure that all statutory elements are included, as well as developmental experiences based upon the priority needs of the organisation and its staff.</p> <p>Support the development and implantation of Quality Assurance processes to secure consistently high-quality learning and teaching.</p> <p>Support the ongoing development of the curriculum through collaborative planning with the Deputy Headteacher (Q of E).</p> <p>Work closely with both Deputy Headteachers to implement policies and strategies to develop and improve the culture of the school and to support the daily realisation of the school’s core values: Respect, Excellence & Kindness</p>
Reporting to:	Headteacher, Deputy Headteacher (Q of E)
Responsible for:	All staff and students
Liaising with:	Governors, Headteacher, Deputy Headteacher (Quality of Education), Senior Leadership and Management Team (SLMT), Curriculum Leadership Team, teaching and support staff, parents & carers, LA staff and other external agencies.
DBS Check	Enhanced Level
Working Time	In accordance with the current Teachers’ Pay and Conditions Document
Salary	TP&C, Leadership Scale, Points 13-17 (£66,919 – £73,818)

DUTIES

1. Lead on and oversee the successful induction of all new teaching staff
2. Fulfil the role of Induction Tutor, carrying out assessment and progress reviews as well as coordinating the induction programme and relevant CPD for ECTs and TF staff
3. Develop policies, procedures and practices that lead to effective learning and the very best outcomes for all students, including Effective Education, TRS Lesson SOP, Home Learning, Formative Assessment & Feedback and Cover SOP
4. Contribute to the creation, implementation and monitoring of the school's Self-Evaluation Form (SEF) and School Development Plan (SDP)
5. Support the school's strategies to develop literacy levels of students across the school.
6. In collaboration with the Headteacher and Deputy Headteacher (Q of E), plan, organise and implement an annual professional development programme and the development of learning and teaching across the school, annual training days and twilight Inset sessions as arranged and support the quality assurance of the impact of this.
7. Lead the school's Learning and Teaching Team, comprising Lead Practitioners and 'Lead Teachers'.
8. In collaboration with the Headteacher and Deputy Headteacher (Q of E), ensure that all professional development activities for staff are based upon the very best research from reliable sources such as the Education Endowment Foundation (EEF).
9. With the Deputy Headteacher (Q of E) and Aspiring Assistant Headteacher (Teacher Growth), oversee external training requests via the school's 'Blue Sky' system and be the school's link to the National College.
10. Support faculties and subject areas to effectively utilise their Curriculum Innovation Time (CIT)
11. Work with the Deputy Headteacher (Q of E) to ensure that the school's Quality Assurance programme is delivered consistently across all subject areas.
12. Monitor, evaluate and report on the impact of the professional development of teachers on daily classroom practice.
13. To be the SLMT Liaison for a number of subjects.
14. Co-ordinate the annual induction of new teachers and class-based staff, ensuring they have the information they need to be supported in their new role.
15. Develop and actively promote the school's policies, procedures and codes of practice, including those relating to Safeguarding, Health & Safety, Equal Opportunities, Appraisal etc.
16. Attend and contribute to the Leadership Conference and Curriculum Information Evenings.
17. Attend the local Teaching & Learning Practitioner network meetings.
18. Working with the Deputy Headteacher (Q of E) and the wider SLMT, lead remote learning, helping to develop a culture of study amongst students.
19. Attend Curriculum Leader Meetings when available to do so.

TEACHING & STUDENTS

- 20.Undertake an appropriate teaching commitment and associated duties in accordance with school policy and Teacher's Pay and Conditions of Service.
- 21.On a rota, share in the management of the behavior of students at social times, including break, lunch and at the beginning and end of the day.
- 22.Take assemblies on a rota basis.
- 23.Contribute to the SLMT monitoring and evaluation of learning and teaching through the school's QA processes.

GENERAL

- 24.Lead by example and promote and enable teamwork in pursuit of corporate excellence.
- 25.Prepare reports for SLMT and the Local Governance Committees as required.
- 26.Carry out general administrative duties in support of the running of the school.
- 27.Understand the importance of inclusion, equality and diversity both when working with students and colleagues and promote equal opportunities for all.
- 28.Be a role model and actively promote the school's Rights Respecting agenda.
- 29.Take a proactive approach to health and safety, working with others to minimise and mitigate potential hazards and risks (including safeguarding students).
- 30.Undertake such duties and responsibilities at a similar level as may be agreed with the Headteacher.

These above job requirements are specific to the role and compliment the duties of an Assistant Headteacher as defined in the current Teacher's Pay and Conditions Document.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: March 2024

Headteacher: Mr J P Cregg