



# Assistant Headteacher: Personal Development

## Job Description

<b>Accountable to:</b>	Headteacher and Governing Body
<b>Responsible for:</b>	Establish and maintain opportunities for wider personal development of students individually and the school as a whole.
<b>PayScale:</b>	L11-15

### Key Responsibilities:

#### Core aims and objectives of senior leadership team:

- Collaborate to formulate the aims and objectives of the school;
- Establish and implement policies to achieve the aims and objectives of the school;
- Monitor and report on progress towards achievement of the school's aims and objectives;
- Ensure day-to-day effective operation of the school, problem-solving and prioritising demands as required.

#### Specific responsibilities held in conjunction with other senior leaders:

- Create and maintain a culture which is consistent with the school's aims and objectives;
- Ensure staff and student welfare through effective approaches to safeguarding;
- Ensure the school operates within the required regulatory frameworks and meets all statutory duties;
- Allocate financial resources ethically, appropriately, efficiently, and effectively;
- Identify obstacles to meeting the school's aims and objectives and develop effective strategies for school improvement;
- Prepare the school for external accountability;
- Provide line management for allocated middle leaders through the Continuous Professional Development cycle;
- Take responsibility for review of allocated policies;
- Deputise for the Deputy Headteachers in their absence.

#### Specific areas of individual responsibility:

##### Reporting to Deputy Headteacher (Love of Learning)

- Coordinate and maintain the official school calendar, working to best balance the needs of the academic dates working with the Deputy Headteacher. Liaise with PR Associate to publicise dates. Plan carefully in the summer term to minimise in-year changes. Ensure updates are made to published calendars as needed;
- Strategic overview of extra-curricular trips and activities, ensuring staff clearly articulate the curricular outcomes. Balance the number of trips approved/scheduled to inspire a dynamic curriculum against potential disruption to curriculum time. Ensure all planning processes are followed, liaising with the school bursar and business manager. Manage the accurate and timely publicity of trips and support the finance department in managing payments, costings and balancing. Check and agree final approval to Evolve submissions. Manage the arrangements for activities' week;
- Develop the school's approach to personal development, including tracking cross-curricular links and opportunities for wider student development opportunities. Maintain strategic oversight of opportunities offered through careers, clubs and societies, gifted and talented, SWAT challenge etc.;
- Line manage the careers' advisor.

### **Reporting to Deputy Headteacher (Culture and Ethos)**

- Continually develop and strengthen TBGS' civic responsibility and contribution to Torbay. Take a strategic overview of primary liaison work, maintain year 6 interest in testing, and encourage pupil premium uptake;
- Take operational responsibility of coordinating reporting to families, ensuring timely publicising of reports, grades and parents' evenings;
- Manage the school's brand in line with the agreed school vision and image, working with and line managing the PR Associate and Reprographics Assistant to ensure high-quality branded materials. Ensure timely promotion of the school through news and advertising, whilst maintaining a cost-efficient marketing budget, and inspiring open week;
- Oversee school communications and letters to ensure efficient, concise and accurate information reaches families and maintains the school's professional and welcoming brand image;
- Working with the PR Associate, maintain a diverse variety of events and opportunities to enhance life for the school community, including community and/or staff events, merchandising, and school fundraising;
- Coordinate the programme of assemblies.

### **Reporting to Deputy Headteacher (Ambition and Aspiration)**

- Monitor staff absence and approve requests for planned absence. Manage daily the cover schedule to ensure lessons are staffed.
- Explore ways to raise ambition and aspiration in preparation for sixth-form entry.

This job description is non-exhaustive, and will evolve as the post holder shapes their role with the leadership team: a senior leader needs to be willing and proactive in completing any other appropriate tasks that arise.