



Recruitment of Assistant Headteacher

Job Description Assistant Headteacher

In addition to the requirements of a class teacher and any other agreed responsibilities.

The Assistant Headteacher will have a timetabled teaching commitment of 0.6 fte plus dedicated management and is expected to undertake other relevant duties and responsibilities as may reasonably be required by the Headteacher.

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

Safeguarding

Everyone who works at Tyers Green Middle School has the responsibility for promoting the safeguarding and welfare of children. By committing to safeguarding all staff will aim:

- To ensure awareness of school policy and procedures re Child Protection.
- To be aware of the signs and symptoms of abuse by attending relevant training.
- To report all causes for concern to the Designated Person for Safeguarding (the Headteacher).
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out any relevant risk assessments prior to activities where safety may be an issue.

Areas of Responsibility and Key Tasks

Leadership

Under the direction of the Headteacher, to:

- Support the Headteacher and Deputy Headteacher in the day-to-day management of the school.
- Communicate the school's vision compellingly.
- Fully engage in the ongoing development of the school's strategic leadership in partnership with the Headteacher and the SLT.
- Lead by example, focusing on providing excellent education for all pupils.
- Lead on particular whole-school strategies and policy areas.
- Lead on the personal development aspects of the school development plan.
- Champion wellbeing in the school community.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.
- Deputise in the absence of the Headteacher/Deputy Headteacher.



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Teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Headteacher to raise standards through staff performance management.
- Assist with the development and delivery of training and support for staff in the areas of teaching and learning.
- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
- Support the senior leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
- Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school.
- Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example the active involvement of pupils and staff in their own learning.

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond.
- Support the induction of staff new to the school and those being trained within the school as appropriate.
- Act as an induction co-ordinator for SCITT/ECT, have responsibility for students on teaching practice and those undertaking work experience, as appropriate.
- Participate in the selection and appointment of teaching and support staff as appropriate.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
- Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
- Lead the annual appraisal process for all identified support and teaching staff.

Managing the organisation

- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.
- Contribute to the day-to-day effective organisation and running of the school.