



Assistant Headteacher – Wadebridge School Job Description

Job Purpose

To play a strategic role in the leadership, strategic development and improvement of the school through a strong, clear and shared vision for success for all students and staff. This job role must inspire, support, motivate and lead colleagues in raising progress and attainment and in developing each child as a whole, as well as shaping and guiding new developments in learning at whole school level.

Job Details

Job Title: Assistant Headteacher
Job Holder:
Job Level: L12 - L16
Line Managed by: Headteacher

Job Dimensions

Staff: Leadership of staff in specific subject and/or Key Stage areas
Students: All students

Principal Accountabilities:

Leadership & Management

- To fully implement and support the whole school aims, objectives and policy decisions; contributing to their implementation and review.
- To work collaboratively and as a “team player” within the Senior Leadership Team in order to drive forward whole school improvement, rigorous self- evaluation and achieve a shared vision of outstanding for all stakeholders
- To identify strategies for raising the attainment of all students, and work towards those identified and agreed goals through the leadership of programmes or systems that enable challenging targets to be achieved
- To identify strategies for achieving the highest standards of teaching and learning, evaluating the quality of teaching, student achievement and setting targets for improvement
- To continually model and exemplify the highest standards and expectations of all; being a presence around the school, including break and lunchtime, and contributing to the day-to-day behaviour management of students, liaising with Key Stage teams, other staff and parents
- To demonstrate a commitment to equality of opportunity for all members of the school community
- To contribute to discussions and decisions at Senior Leadership Team meetings; leading and presenting in key identified areas

- To line manage specific whole school, curriculum or Key Stage areas ensuring high levels of consistency in leadership, teaching and learning, behaviour and expectations
- In the absence of the Head or Deputy Headteacher, to undertake the professional duties of the Headteacher as reasonably delegated

Ethos & Values

- To support the school's ethos and values by contributing to the development and implementation of policies, practices and procedures
- To help create a strong school community, based on effective, caring and respectful relationships
- To be actively involved in issues of student welfare and support, working in partnership with parents, outside agencies and other relevant stakeholders
- To develop, sustain and improve the knowledge, awareness and inclusion of all elements of social, moral, spiritual and cultural education within the school. Supporting students in the development of their knowledge and understanding and staff in their planning, teaching and assessment.

Teaching & Learning

- To lead and own the areas of responsibility, regularly analysing, evaluating and identifying gaps to action plan appropriate interventions
- To ensure effective teaching, evaluate the quality of teaching, student achievements and set targets for improvement
- To support and lead staff at all times; supporting them to become reflective practitioners, supporting their wellbeing, continuing professional development and acting as a professional growth appraiser
- To lead appropriate INSET and training both within the school and with other partners
- To teach students in line with curriculum requirements

General Responsibilities

- To manage any delegated budget effectively and ensure value for money
- To carry out any other duties that may be requested by the Headteacher

Key Competencies

- The highest level of emotional intelligence.
- The highest levels of communication skills, being able to adapt to all stakeholders, coaching, mentoring and building outstanding relationships
- To secure commitment to the team vision and ethos through personal impact, *presence* and the ability to work as part of that team
- To set standards and provide a role model for students and staff through challenge and support
- To engage all stakeholders and the wider community in providing support for the provision of excellence