

Walton Leigh School



JOB DESCRIPTION

Post: Assistant Headteacher

Responsible to: Headteacher

Salary: Leadership Pay Spine: L13 – L17

MAIN PURPOSE OF THE JOB:

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement.
- To take responsibility for leading and managing significant aspects of the school, under the overall direction of the Headteacher.
- The Assistant Headteacher may have class teaching commitment

Leadership and Management - in cooperation with, and under the direction of, the Headteacher:

- To assist the Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in setting aims and objectives for the school and in formulating the School Development Priorities (SDP) and Self-Evaluation Form (SEF) along with the Headteacher, Academy Board and other senior staff.
- To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan and in agreement with the Headteacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life.
- To be an exemplar of all school policies and practices.
- To actively promote the aims of the school.
- To support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work;
- To support the evaluation of the effectiveness of the school's policies and developments with particular emphasis on the School Development Plan.
- To ensure that parents/carers are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement.
- To enable the views of both parents/carers and children to be heard and considered
- To promote opportunities for networking with others schools

Teaching and learning:

- Support the Headteacher to secure and sustain effective Teaching and Learning, monitor and evaluate the quality of teaching and standards of pupil engagement, progress and well-being, including the analysis of performance data;
- Ensure that all pupils have access to a broad, balanced and relevant curriculum;

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- Support the Headteacher in developing links with parents/carers, other schools, educational institutions and the wider community, in order to enhance teaching and learning and pupils' personal development.

Leading and managing staff:

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation;
- Take responsibility for specific aspects of the day to day deployment and management, leadership, motivation, support, challenge and development of staff in order to exceptional professional practice
- Support the Headteacher in the implementation of the school's performance management policy.
- To act as line manager and performance manager to staff as directed by the Headteacher.

Effective deployment of staff and resources:

- Support the Headteacher in the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- Undertake specific responsibilities in the use of resources efficiently and effectively in line with the school's strategic plan and the financial context

Safeguarding

- Undertake regular DSL training and be a Deputy DSL
- Work closely with the Lead DSL, Deputy DSLs, Home School Liaison Worker, nurses and external agencies in monitoring and reporting of safeguarding concerns;
- Ensure that any Child Protection concern is reported appropriately;
- Adhere to the practice and procedures stipulated in safeguarding policies;
- Ensure that all staff are aware of their responsibilities in relation to Child Protection matters

General:

- Act as "critical friend" and provide effective professional challenge and support to the Headteacher;
- Provide information and advice to the Headteacher and Trustees and support proper accountability processes throughout the school;
- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

This job description may be amended at any time following discussion between the Headteacher and member of staff.

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PERSON SPECIFICATION

Qualifications:	Essential	Desirable
Qualified teacher status	✓	
Evidence of further study or qualification relevant to the post	✓	
Additional SEN qualification or experience	✓	

Knowledge and Experience:	Essential	Desirable
Recent, significant and successful experience as a teacher in the specialist education	✓	
A thorough knowledge of the special school curriculum, including recent developments and initiatives	✓	
In depth knowledge and understanding of behaviour difficulties in children and appropriate strategies for their management	✓	
Experience of effective contribution to school improvement as a member of a leadership team	✓	
Significant and successful experience of leading aspects of the curriculum at whole school level	✓	
Experience of detailed analysis of pupil assessment data to inform teaching and learning	✓	
Experience of developing and leading staff development programmes	✓	
The ability to use data to monitor and evaluate the overall performance of the school	✓	
The ability to provide professional support to staff	✓	
Clear commitment to raising standards of achievement through self-evaluation and the further development of learning and teaching	✓	
Ability to prioritise competing demands	✓	

Skills and Competencies:	Essential	Desirable
The ability and confidence to act on behalf of the Headteacher and /or Deputy Headteacher in their absence	✓	
Excellent communication skills working with children, parents/ carers, colleagues and outside agencies	✓	
The ability to develop professional, supportive relationships with parents/carers for the benefit of pupils	✓	
The ability to remain calm and confident when dealing with challenging behaviour	✓	
Confidence in using ICT to support the curriculum and school management	✓	
The ability to lead and work as part of a team	✓	

Other Qualities:	Essential	Desirable
Be committed to equality of opportunity for all	✓	
Maintain professional boundaries at all times and observe / uphold the values and ethos of London South East Academy Trust.	✓	
Be highly motivated and able to work under pressure.	✓	
Be able to inspire and motivate staff and pupils	✓	

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Be creative and have the courage to take risks for the benefit of the children / young people.	✓	
Have a commitment to the involvement of parents, Trustees and the wider community in the work of the school	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
An understanding of, and commitment to, the School's Equality and Diversity policies	✓	
An understanding of, and commitment to, the School's Health and Safety Policies	✓	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	✓	

General:

The scope of this profile reflects the needs of the school at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the school change over time.