**Job Description: Assistant Headteacher**

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| **POST TITLE** | Assistant Headteacher |
| **GRADE** | L 5 – 9 |
| **RESPONSIBLE TO** | Headteacher / Deputy Headteacher |
| **PURPOSE OF THE JOB** | To support the Senior Leadership Team in the strategic leadership of the school |
| **EMPLOYMENT DUTIES** | To be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of teachers’ duties set out in that document |

**Main Purpose**

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

* Communicating the school’s vision compellingly and supporting the Headteacher’s strategic leadership.
* Managing the day-to-day operations of the school.
* Formulating and implementing the aims and objectives of the school.
* Establishing policies to achieve these aims and objectives.
* Managing staff and resources effectively to meet the school's strategic aims.
* Monitoring progress towards achieving the school’s aims and objectives.

**Key Responsibilities**

**School Culture and Behaviour**

* Create a positive and enriching school culture where students thrive.
* Uphold educational standards to prepare students from all backgrounds for their next phase of education and life.
* Encourage high standards of behaviour from students, ensuring rules and routines are understood and consistently applied.
* Promote high levels of student attendance and engagement with learning.

**Teaching, Curriculum, and Assessment**

* Establish and sustain high-quality teaching across subjects, in line with the school's teaching and learning policy.
* Ensure the delivery of a broad, structured, and coherent curriculum that meets the diverse needs of all students.
* Lead curriculum development, ensuring subject leaders are equipped with relevant expertise and professional networks.
* Implement valid and reliable assessment practises to monitor and enhance student learning.

**Additional and Special Educational Needs and Disabilities (SEND)**

* Promote a culture that enables all students, including those with SEND, to access the curriculum.
* Maintain ambitious expectations for all students with additional needs, ensuring effective collaboration with parents, carers, and professionals.
* Ensure compliance with statutory duties regarding the SEND Code of Practice.

**Teaching Commitment**

* The Assistant Headteacher will have a teaching commitment that will be determined based on the applicant’s experience and the needs of the school.

**Leadership and Management**

* Support the Headteacher in leading, managing, and developing staff, including performance management and professional development.
* Foster positive relationships within the school community and uphold high standards of ethics and professional conduct.
* Contribute to the development, implementation, and evaluation of the school’s policies, practises, and procedures.
* To attend SLT meetings and governors’ meetings as required

**The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/ Deputy Headteacher.**

**This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Headteacher as required. Trade union representation will be welcomed in such discussions.**

**Person Specification: Assistant Headteacher**

**Qualifications and Experience**

* Qualified Teacher Status (QTS) and a relevant degree.
* Significant teaching experience in a secondary school setting.
* Experience in a leadership role, preferably within a school environment.

**Knowledge and Skills**

* Strong understanding of the OFSTED inspection framework and school improvement strategies.
* Knowledge of effective teaching and learning practises, particularly in relation to diverse student needs.
* Ability to develop and implement school policies that align with the strategic aims of the school.
* Proficient in data analysis to monitor student progress and inform teaching strategies.

**Personal Qualities**

* Strong leadership skills with the ability to inspire and motivate staff and students.
* Excellent communication and interpersonal skills to build positive relationships within the school community.
* High levels of integrity and professionalism, upholding public trust in school leadership.
* Commitment to promoting the mental health and wellbeing of students and staff.

**Commitment to Inclusion**

* A passion for inclusive education and a commitment to ensuring that all students, regardless of background or ability, achieve their full potential.