



## Assistant Headteacher – Upper School

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| <b>Salary:</b>          | L11 – L15 (£56,796 – £62,561)   |
| <b>Hours:</b>           | Full time   |
| <b>Contract type:</b>   | Permanent   |
| <b>Reporting to:</b>    | The Headteacher   |
| <b>Responsible for:</b> | The Upper School team (KS4 and KS5 teachers and support staff), including the KS4 Middle Leader |

### Main purpose

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

- communicating and supporting the school's vision
- driving school improvement in KS4 and KS5
- promoting the school values and the Westhaven Way ethos

Supported by the KS4 Middle leader, the Assistant Headteacher will be responsible for:

- the Quality of Education
- Behaviour and Attitudes
- Personal Development

For all learners in Upper School (KS4 and KS5).

The successful candidate will have a timetabled teaching commitment of approximately 8 hours per week, alongside the responsibility for one area of the Westhaven curriculum. They may also be required to undertake any of the duties delegated by the headteacher.

### Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct

- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's learners

### **Duties and responsibilities**

#### **School culture and behaviour**

Under the direction of the headteacher or deputy headteacher, the Assistant Headteacher will:

- Create a culture where learners experience a positive and enriching school life
- Uphold educational standards in order to prepare all learners for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from learners, built on rules and routines that are understood by staff and learners and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### **Teaching, curriculum and assessment**

Under the direction of the headteacher or deputy headteacher, the Assistant Headteacher will:

- Monitor the quality of teaching in KS4 and KS5 and provide opportunities for coaching and mentoring
- Develop the curriculum and qualification offer at KS4 and KS5 to ensure it continues to meet the needs of all learners
- Support subject leaders with moderating and assessing learners' work
- Promote a culture that allows all learners to thrive
- Have ambitious expectations for all learners
- Lead an area of the curriculum

#### **Organisational management and school improvement**

Under the direction of the headteacher or deputy headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and learners' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk

- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the headteacher or deputy headteacher, the Assistant Headteacher will:

- Performance manage the KS4 Middle Leader, Upper School teachers and Upper School support staff
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and CPD to develop their own skills and knowledge

### **Governance, accountability and working in partnership**

Under the direction of the headteacher or deputy headteacher, the Assistant Headteacher will:

- Work with the governing board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with parents / carers, fellow professionals and colleagues to improve educational outcomes for all learners

### **Other areas of responsibility**

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

| CRITERIA                    | QUALITIES   |
|-----------------------------|---|
| Qualifications and training | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Evidence of professional development relating to leadership (e.g. NPQSL, NPQTL)</li> </ul>  |
| Experience                  | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience of working with KS4 and KS5 learners with additional needs</li> <li>• Leadership and management experience in a school</li> <li>• Minimum of 5 years teaching experience</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Experience of successfully leading an area of the curriculum</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Involvement in school self-evaluation and development planning</li> </ul> |

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| <b>Skills and knowledge</b> | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>● Understanding of the barriers of learning faced by learners with additional needs</li> <li>● Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>● Effective communication and interpersonal skills</li> <li>● Ability to communicate a vision and inspire others</li> <li>● Ability to build effective working relationships</li> <li>● Understanding of the qualification framework at KS4 and KS5</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>● Understanding of school finances</li> </ul> |
| <b>Personal qualities</b>   | <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>● Commitment to getting the best outcomes for all learners and promoting the ethos and values of the school</li> <li>● Ability to work under pressure and prioritise effectively</li> <li>● Commitment to maintaining confidentiality at all times and to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> <li>● Ability to manage, lead and inspire others</li> <li>● Excellent communication skills</li> </ul>  |

**Notes:**

This job description may be amended at any time in consultation with the postholder.

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