

**Assistant Headteacher**

**Job Description**

**Overall Responsibilities**

To work with the Headteacher to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

To assist with leading the excellent provision of teaching and learning and efficient day-to-day management of the school, promoting the values and culture within the school and ensuring that the best possible outcomes are secured for all pupils allowing them to thrive.

1. **Strategic Direction and Development of the School**

*Work with the Headteacher to create and implement a School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.*

**Work with the Headteacher to:**

* create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life;
* promote and safeguard the safety and welfare of students.;Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.;ensure that the management, finance organisation and administration of the school support its vision and aims;
* ensure policies and practices take account of national, local and school data and inspection and research findings;
* monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary;
* lead and manage the transition of new students;
* attend Local Governing Body Meetings when appropriate;
* lead by example, provide inspiration and motivation and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school;
* deputise for the Headteacher when required.

1. **Learning and Teaching:**

*Work with the Headteacher to secure and sustain effective teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of students’ achievements; use benchmarks and set targets for improvement.*

**Work with the Headteacher to:**

* create and maintain an environment and a code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards;
* determine, organise and implement the curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement;
* develop teaching and learning throughout a range of strategies including instructional coaching and sharing best practice and CPL to raise student achievement and increase engagement;
* ensure that appropriate support is put in place and monitored to improve student progress.
* monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs, to inform future developments;
* To lead in the implementation of policies and practice which promote equality of opportunity and tackle prejudice;;
* develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion;
* create and maintain an effective partnership with parents to support and improve students’ achievement and personal development;
* analysing and evaluating data and suggesting ideas for the development of intervention programmes in support of student behaviour, welfare and attendance.

1. **Leading and Managing Staff**

*Work with the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement.*

**Work with the Headteacher to:**

* maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students;
* plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability;
* implement and sustain effective systems for the Appraisal of staff;
* motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs;
* lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within the area of responsibility;
* sustain your own motivation and that of other staff;
* ensure that professional duties are fulfilled.

1. **Accountability**

*Work with the Headteacher to help evaluate the efficiency and effectiveness of the school.*

Work with the Headteacher to:

* provide information, objective advice and support to the Headteacher to enable the Headteacher to meet their responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money;
* help create and develop an organisation in which all staff recognise that they are accountable for the success of the school. Help present a coherent and accurate account of the performance of all aspects of the school in a form appropriate to a range of audiences, including Governors, the local community, OFSTED, and WAT;
* help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school’s priorities for improvement.

1. **Strengthening community**

Work with the Headteacher to:

* develop the policies and practice, which promote inclusion, equality and the extended services that the academy offers;
* develop and maintain contact with all specialist support services as appropriate, organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
* attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties ;
* strengthen partnership and community working ;
* promote positive relationships and work with colleagues in other academies, schools and external agencies

**Specific Responsibilities: To be agreed on appointment based on your skills and experience**

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| **To whom responsible** | Headteacher |
| **Staff for whom responsible** | To be agreed on appointment based on your skills and experience |

**General:**

* contribute to the overall ethos/aims of the academy;
* participate in training, other learning activities and performance development as required;
* attend and participate in relevant meetings as required;
* the post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection;
* reporting all concerns to the appropriate person;
* the post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

**Equal Opportunities**

Windsor Academy Trust (WAT) is an inclusive organisation. We are committed to providing equal opportunities in employment for all our employees. All employees are expected to have read, understood and comply with our Equality Policy at all times.

**Non Contractual**

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

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

**Line Manager’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postholder’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Assistant Headteacher**

**Person Specification**

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| **Criteria** |  |
| **Qualifications and Training** | * Degree or equivalent * Qualified Teacher Status * Evidence of ongoing professional development, for example NPQs/Masters |
| **Skills and Abilities** | * Able to enthuse, motivate and lead staff * Evidence of leading initiatives to successful outcomes * The ability to understand the need for confidentiality * Approachable and emotionally intelligent * Able to set targets, meet deadlines and to work under pressure * Good presentational skills and public speaking * Willing to contribute to extra-curricular activities * Successful leadership and management experience * Keeps abreast of research and trends in education |
| **Personal Qualities and Attributes** | * Self Awareness: learns continuously and effectively adapts behaviour in response to feedback. * Personal Effectiveness: makes things happen; operates with resilience, flexibility and integrity. * Communication: shares and listens to information, opinions and ideas, using a range of effective approaches. * Service Delivery: understands customer needs and responds appropriately. * Able to work as part of a team, understanding Trust roles and responsibilities and own position within these. * Ability to identify own training needs and willingness to participate in training and development opportunities * Commitment to the protection and safeguarding of children |
| **Other** | Windsor Olympus Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check |