



Woodside High School

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JOB DESCRIPTION

Assistant Head

Post	Assistant Head Teacher
Level / Salary Range	L14 - L18
Position Type	Full Time - Permanent
Department	Whole School
Core Purpose: To provide professional leadership of Woodside High School, secure our continued success and development, and ensure high quality education for all students. To be responsible for the management of specific whole school developments and in conjunction with the Head Teacher, the management of all the staff and the general organisation of the school. To carry out ad hoc duties delegated by the Head Teacher. To be responsible for promoting the safety of our students and safeguarding the welfare of children and young people within the School. The job description should be read in conjunction with the Core Standards for all leaders.	
Main Responsibilities <ul style="list-style-type: none">The main responsibilities for this post will be established in response to individual candidates.	
General Responsibilities <ul style="list-style-type: none">Following our school values to help lead the school as a successful and inclusive learning community that ensures all students are developed to their full potential.To work with the Head Teacher to develop a strategic view for the development of the school. Leading by example, providing vision and the motivation for staff and students.To contribute to staff performance management.To ensure that the management, finance, organisation and administration of the school supports its vision and aims, ensuring that policies and procedures operate effectively. To contribute to an effective partnership with the local community.General Management and Team Responsibilities as delegated by the Head Teacher. This will include the Line Management of a number of staff in various departments and year groups.	

Head Teacher: Ms Angela Wallace



- To line manage middle leaders and senior staff as directed by the Head Teacher

Person Specification/Key Skills/Key Requirements

PROFESSIONAL SKILLS AND EXPERIENCE

- Qualified teacher
- Be able to improve further standards of classroom management and practice
- Have the necessary experience to give a clear lead on curriculum, resources, finance and pastoral issues
- Have the ability to analyse problems, reach judgments and resolve issues
- Be skilled in the monitoring of performance of people and policies

LEADERSHIP AND MANAGEMENT

- Have strong leadership qualities with a proven record of managing significant educational responsibilities
- Be capable of leading and contributing to the Senior Leadership Team
- Have the capacity to respond to changing needs with vision and the ability to translate that vision into practical policies
- Demonstrate a personal commitment to quality and excellence in learning and teaching
- Demonstrate an understanding of financial management particularly as we are likely to face tighter budgets in future years

PEOPLE RELATIONSHIPS AND COMMUNICATIONS

- Be able to relate to all students in a positive and constructive way and inspire them to achieve more than they think possible
- Have the ability to earn the respect of the co-head teachers, staff, governors and parents
- Have the ability to build on the strengths and expertise of individual staff and possess the flair to motivate and lead staff as a whole
- Possess integrity, optimism, resilience and a well-developed sense of proportion and humour
- Possess excellent written and verbal communication skills and the ability to chair and participate in meetings

- Be committed to furthering the relationship with the local and international community
- Have the ability to build constructive relationships with other educational organisations and local employers
- Have the ability to work with local and national media

Demonstrate the following Leadership Competencies

Educational Excellence

Learning focus, modelling excellence in leadership of teaching and learning, delivering continuous improvement

Strategic Leadership

Impact and influence, self-awareness, personal drive

Operational management

Information seeking, analytical thinking, holding others to account

- Ensure that school policies and practices are implemented consistently and maximise expectations and aspirations for all.

Teaching

- To meet all the educational requirements specified within the learning area or adopted by the School, and comply with relevant frameworks and guidance which set out the professional duties, responsibilities and standards of teachers (e.g. Teachers Standards).
- To plan and teach lessons and sequences of lessons to classes they are assigned to teach, within the context of the School's plans, curriculum and schemes of work.
- To be aware of the students' knowledge and capabilities and be accountable for their attainment, progress and outcomes.

