

Job Description



Job Title:	Assistant Headteacher
Accountable to:	Headteacher

The main purpose of the role is to:

Work alongside the headteacher to provide strategic leadership and vision that promotes the achievement and wellbeing of the children and the continuing professional development of the staff. Provide leadership, development and management in key areas of school improvement

- Assistant Headteacher to lead on inclusion, safeguarding, vulnerable pupils and pastoral care
- Assistant Headteacher to lead on teaching and learning, curriculum and assessment for learning

Strategic direction/Shaping the future

- Support the Head Teacher in:
 - a) Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
 - b) Demonstrating the vision and values of the school in everyday work and practice.
 - c) Motivating and working with others to create a shared culture and positive climate.
- Develop and implement policies and practices, which reflect the school's commitment to high achievement and are consistent with national and local strategies and policies.
- Establish plans for the development and resourcing of specific areas of responsibility where necessary and evaluate progress made and impact.
- Contribute to the development of effective organisational and administrative systems which support the aims of the school.

Leading Learning and Teaching - development and enhancing the teaching practice of others:

- Work with the Head Teacher to raise the quality of teaching & learning and pupil's achievement, setting high expectations, monitoring, and evaluating effectiveness of learning outcomes.
- Take responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Provide regular feedback for colleagues in a way that recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
- Develop whole staff, key stage teams and individuals to enhance performance:
 - a) Undertake coaching and mentoring.
 - b) Plan, organise and deliver staff meetings, where necessary bringing in outside speakers.
 - c) Keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
- Plan, delegate and evaluate work carried out by teams and individuals that are shielding due to COVID-19.

Securing Accountability

- Support the governing body in meeting its responsibility to account for the performance of the school. Work alongside the Head to secure improvement through Performance Management; take responsibility for the performance management of identified staff.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans that encapsulate key school learning strategies.
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

Resource Management

- Work with the Head Teacher to provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
- Work with the Head Teacher to ensure the school, people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
- Secure and allocate resources to support effective learning and teaching.

Developing Self and Working with Others

- Work with the Head Teacher to build a professional community, which enables others to achieve.
- Support staff within the whole school, in achieving high standards through effective continuing professional development.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective partnerships.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own professional development.
- Induct and support trainee teachers, newly qualified and less experienced staff and/or supply teachers.

Strengthening Community

- Work with the Head Teacher to engage with the internal and external school community to secure equity and entitlement.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Work collaboratively at both strategic and operational levels with parents, carers and across multiple agencies in order to promote the wellbeing of children and families and to ensure pupils meet their full potential.
- Promote positive relationships and collaborate with colleagues in order to share expertise and bring positive benefits to school.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.