

<b>POST TITLE:</b> Assistant Headteacher	<b>GRADE:</b> L4-8
<b>RESPONSIBLE TO:</b> School Headteacher	

**Responsible for:**

Standards, the quality of teaching and learning, system leadership and the effective operation of the school. To lead colleagues on a professional level in order to promote a mutual understanding of the school curriculum and its impact on the school and Trust policies and practice.

**Purpose of role:**

- To provide inspirational, dynamic and effective support to the leadership of the school by seeking to achieve the highest standards of staff performance, pupil achievement, pupil conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the school.
- To support the Headteacher in carrying out their responsibilities and to carry out duties as assigned by the Headteacher
- As a leading professional, the post holder will actively promote effective teaching and learning practices across the school
- Take a lead role in the monitoring and evaluation of standards across the school
- To work as a leader within Futura Learning Partnership and to contribute to its success
- To ensure that the work and successes of this school are shared effectively with other schools within the trust

**Principle Accountabilities:**

- To support the Headteacher on the development of a whole school approach to monitoring and evaluating in line with the Trust’s self-evaluation policy
- To support the Headteacher on the preparation of the school and staff for Ofsted and other inspections
- To guide the work of the school’s local governing body in conjunction with the Headteacher

**Data Protection and Safeguarding:**

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

**General:**

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in “The Futura Way”.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and

convictions which are ‘protected’ for the purposes of the ‘Exceptions’ order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> ‘

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification</b>	<b>Essential (E) or Desirable (D)</b>
<b>Education/Qualifications</b>	
Qualified teacher status or equivalent qualification	<b>E</b>
Good honours degree or equivalent	<b>E</b>
A higher degree or management qualification	<b>D</b>
Evidence of continuous professional development relevant to the post	<b>E</b>
<b>Experience</b>	
Effective relationships with staff, pupils, governors and other agencies	<b>E</b>
Highly effective communication skills, both oral and written	<b>E</b>
Knowledge and understanding of educational development	<b>E</b>
Exemplary teaching skills	<b>E</b>
A proven track record of raising achievement	<b>E</b>
Proven record of successful experience either as a Key Stage / Phase Leader, Assistant Headteacher or Deputy Headteacher	<b>D</b>
Record of excellent class teaching with substantial teaching experience across all phases in the primary range	<b>D</b>
Ability to make and implement difficult decisions	<b>E</b>
Strong ability to analyse, interpret and explain relevant data and evidence	<b>E</b>
Well-developed coaching and mentoring skills	<b>D</b>
Clear understanding and commitment to the potential of ICT for transforming teaching and learning	<b>D</b>
<b>Behaviours</b>	
Able to demonstrate Futura values and how to live them in the workplace	<b>E</b>
Commitment to Inclusive Education	<b>E</b>
Commitment to team working	<b>E</b>
Ability to inspire pupils, staff, parents, carers, governors and the wider community	<b>E</b>
Be an inspiring role model for pupils and staff	<b>E</b>
<b>Skills</b>	
Engage and inspire pupils, staff, parents, carers, governors and the wider community	<b>E</b>
Highly effective communication skills, both oral and written	<b>E</b>
Knowledge and understanding of educational development	<b>E</b>
A proven track record of raising achievement	<b>E</b>
Proven record of successful experience with as Key Stage / Phase Leader, Assistant Headteacher or Deputy Headteacher	

Record of excellent teaching and substantial teaching experience across all phases in the primary range	<b>D</b>
Ability to make and implement difficult decisions	<b>E</b>
Strong ability to analyse, interpret and explain relevant data and evidence	<b>E</b>
Well developed coaching and mentoring skills	<b>D</b>
Clear understanding and commitment to the potential ICT for transforming teaching and learning	<b>D</b>
<b>Attributes</b>	
Committed to Futura Learning Partnerships aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>
Ability to demonstrate inclusivity at all times	<b>E</b>
Proven success in co-managing organisational change	<b>E</b>
Ability to identify outstanding classroom practice in order to enable teachers to improve, through effective feedback	<b>E</b>
Ability to think creatively and problem solve	<b>E</b>
<b>Other</b>	
Ability to work outside normal working hours if required	<b>E</b>