

JOB DESCRIPTION

Job Title: Assistant Headteacher

Leadership Range: L1 – L5

Reporting to: Headteacher

Statement of Purpose

The Assistant headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.

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

Duties and Responsibilities

School Culture and Behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Work with the Head Teacher and other school leaders to ensure that staff know and understand the school's Behaviour and Anti-Bullying Policy.

- Take a lead role in monitoring pupil behaviour throughout the school and ensure behaviour plans and interventions are appropriately in place
- Meet parents of pupils who have consistently poor behaviour in line with the school's Behaviour Policy.
- Lead the Safeguarding, Attendance and Behaviour team who monitor any cause of concern for our children
- Work with the DSL regarding safeguarding and child protection at the school, focusing on the personal, social and emotional needs of any issues and ensure they are prioritised by providing strategic leadership to the wider school
- Line manage the SENDco and oversee the strategic development of this area across the school
- Lead and develop the Personal Development of children.

Teaching, Curriculum and Assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Lead the development of PSHE

Organisational Management and School Improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context Ensure school improvement strategies are effectively implemented

Governance, Accountability and Working in Partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- 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 fellow professionals and colleagues to improve educational outcomes for all pupils

The areas of scope for the role include but not limited to, culture and engagement, Diversity and Equality, software and HR technology, Talent and performance, management and leadership, recruitment and resourcing, coaching and mentoring, Employment law and legislation and Reward and recognition

Note The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job

Person Specification

	Criteria	Measured by APP/1
	<p>Experience</p> <ul style="list-style-type: none"> • Successful leadership and management experience in a school E.G. Subject leader and/or phase leader experience. • Involvement in school self-evaluation and development. • Line management experience. • Experience of contributing to staff development. 	APP/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Qualified teacher status. • Degree. • Professional development in preparation for a leadership role. 	APP/I
	<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Very good numeracy and literacy skills • Effective use of ICT and other specialist equipment/resources. e.g. payroll systems and database • Ability to understand policies/codes of practice and awareness of relevant legislation. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to interact and advise others. <p>Ability to advise on and follow policies and procedures</p>	APP/I
	<p>Personal Qualities</p> <ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality 	I

	<p>Behavioural Attributes • Customer focused.</p> <ul style="list-style-type: none"> • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. 	I
	<ul style="list-style-type: none"> • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills 	S,

MEASURED BY KEY:

APP = Application form

ASS = Assessment activities

I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

JC/06.04.2022

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.