FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

[www.foresthill.lewisham.sch.uk](http://www.foresthill.lewisham.sch.uk)

**POST TITLE: Assistant Headteacher**

**RESPONSIBLE to: Headteacher**

**SALARY GRADE: Leadership Scale (inner London) L14 – L18a**

The appointment is subject to the current conditions of employment for teachers contained in the School Teachers’ Pay and Conditions Document (copy available at [www.education.gov.uk](http://www.education.gov.uk)) and any other current applicable legislation. Reference should also be made to the 2003 National Agreement and the Teachers’ Standards 2012 applicable (copy available at [www.education.gov.uk](http://www.education.gov.uk)).

The post holder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and good policies.

**The Governing Body reserve the right to amend the job description at any time after consultation with the post holder.**

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| **PRIME PUPOSE**  | To take responsibility for the leadership and management of a variety of whole school areasTo line manage designated staffTo share responsibility for the daily administration and management of the schoolTo contribute to the all-round success of the schoolTo promote and be involved in the wider life of the school community |
| **LEADING/MANAGING POLICY** | * Contribute as a member of SLT to the development of the strategic direction of the school
* Lead on specific whole school initiatives
* Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
* Implement and support behaviour management systems in line with school policies
* Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
* Ensure that policies and practices are inclusive
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| **LEADING/MANAGING PEOPLE**  | * Have a visible presence around the school during the day
* Advise the Headteacher, LT and Governors on staffing appointments
* Establish, lead and chair, as necessary, meetings of groups of staff
* Take a full and committed part in your own performance management, as well as those of your team members
* Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
* Advise the LT of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
* Provide advice and guidance for staff in terms of their development within the profession
* Assist with the effective induction of new staff, as required
* Undertake regular whole school assemblies throughout the year
* Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education
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| **MANAGING RESOURCES** | * Monitor health and safety practice and report any issues to relevant staff
* Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
* Manage budgets for your areas of responsibility
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| **EXTERNAL RELATIONS** | * Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
* Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events in the absence of the Headteacher and Deputy Headteachers, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices
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| **LINE MANAGEMENT**  | * The line manager will be the Headteacher and will carry out the post holder’s performance appraisal. Line management may as a result of staff changes/post changes.
* Formal line management meetings will take place at the request of either the line manager or the post holder
* The Assistant Headteacher will also report to the relevant Subject Leader for their teaching responsibilities
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| **SUPERVISION** | * The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.
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| **SAFEGUARDING CHILDREN** | * The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
* All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.
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| **ADDITIONAL INFORMATION** | * All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate
* Forest Hill School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation
* This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.
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| **EQUALITIES** | Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities. |
|  | **This Post has a responsibility for safeguarding and promoting the welfare of children and young people.** |

PERSON SPECIFICATION

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| Attribute  | Essential  | Desirable  | How assessed |
| Education and Qualifications | A good honours degree, PGCE and QTS | Evidence of further professional study e.g. MA, NPQH | Application form At interview References |
| Relevant experience | A successful record of: * Contributing to decision making and leading initiatives
* Leading teams and participating as a team member
* Setting high standards to staff and students by personal example
* Contributing to raising standards in teaching and learning to improve achievement
* Setting targets for students and monitoring student performance
* Setting targets for own work, for the work of colleagues and reviewing progress/outcomes
* Dealing with day-to-day issues while remaining focused on longer-term goals
* Participating fully in self-evaluation and professional development
 | * Successful experience of Senior Leadership e.g. AHT post-holder
* Initiating and implementing whole school developments (individually or as part of a team)
 | Application form References |
| Special knowledge and skills | Able to demonstrate s/he can: * Lead and inspire others
* Work on their own initiative and be part of a team
* See tasks, plans and ideas through to completion
* Think strategically but have an ‘eye for detail’
* Undertake complex, problem-solving tasks such as data analysis
* Assimilate information quickly and prepare helpful summaries
* Research educational literature and present papers
* Communicate effectively in a wide variety of forms to a range of audiences
* A clear vision for the future based on a knowledge of how a school can thrive
* Use emotional intelligence to manage change effectively
* Develop links and access resources
* Use ICT solutions effectively and with confidence
 | * Evidence of the innovative deployment of technology in improving learning outcomes
* Evidence of co-ordinating effective CPD programmes for colleagues
 | Application form At interview References |
| Attitudes | Able to demonstrate:* They value the education of every student as equally important, with an unswerving desire and commitment to an inclusive ethos and valuing diversity as a strength
* A commitment to equal opportunities
* A commitment to the principals of restorative approach in behaviour management and the ability to engage in this work
* A clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues
* Be committed to high quality in all aspects of their work
* They understand and practise the principles of change management
* A collaborative approach to partnership working
* Development, planning and implementation experience as an outstanding teacher
 | Experience of working with a range of community partners | At interview References |
| Personal qualities | * Creative and imaginative
* Efficient ambitious
* Committed to improving standards
* An effective lead motivator
* Good sense of humour
* Genuine concern for others
* Decisive, determined and self-confident
* Integrity, trusted, honest and open
* Empowers, delegates, develops potential
* Accessible and approachable
* Clarifies boundaries, keeps others informed and involves others in decision making
* Encourages critical and strategic thinking
* Intellectual tenacity and resilience
* Excellent attendance and punctuality
 | Enthusiasm for a wide range of extra-curricular activities | At interview References |