



St Andrew the Apostle

Greek Orthodox School



Job Profile & Person Specification - Assistant Headteacher

Contract: Full time, permanent

Salary: Leadership scale; L11-L15 (England and Wales)

Accountabilities

Reports to: Headteacher

Direct reports: Sixth Form, Heads of Department (variable), potentially some support staff (variable dependent upon responsibilities allocated)

Core purpose

To support the Headteacher in providing professional and strategic leadership and management of the school that will establish a secure foundation from which to achieve high standards in all areas of the school's work.

The post holder will have a significant number of roles and responsibilities, which initially will seek to build on the successful candidate's strengths, as well as giving opportunities to develop new areas of responsibility.

The post holder will also be expected to fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document.

General leadership responsibilities

Members of the leadership team will have clearly defined responsibilities and the successful applicant will take responsibility for key strategic areas. These will change from time to time and develop as the school grows. This is in order to develop the skills and experience of the individual within the team and also to respond to school needs.

- To assist the Headteacher in whole school strategic planning with specific responsibilities for designated areas.
- To deputise for the Headteacher as required.
- To undertake the implementation of the School Development Plan as identified within the plan.
- To assist in the preparation of curriculum, capital and other bids and submissions to outside agencies.
- To line manage designated Heads of Department and other staff in all aspects of their responsibilities for raising achievement in the school.
- To assist the Headteacher in the self-evaluation process of the school through relevant reviews of key aspects of provision and standards.
- To assist the Headteacher with recruitment, interviewing and staffing.
- To share with other members of the Leadership Team the responsibility for the daily administration and good management of the school. This will include participation in the school's duties rota.
- To share responsibility with other members of the Leadership Team for the good order and conduct of pupils throughout the school.
- To lead on the performance management of designated staff.
- To attend Leadership Team meetings and other management meetings as required.
- To attend meetings of the Governing Body and its committees as required.



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Specific responsibilities

Specific responsibilities will be discussed and agreed with the Headteacher on an annual basis. All Senior Leaders at have responsibility for one or more academic departments and all have some significant whole school responsibilities. These may change over time.

General Responsibilities (all staff)

1. To assist in the delivery of the curriculum through the scheduled teaching programme and the provision of cover for absent teachers in emergencies.
2. To perform duties and attend meetings as reasonably required.
3. To assess and record pupils' achievements, to prepare reports and take part in parental consultations.
4. To participate in the School's performance management scheme.
5. To undergo in-service training where required to keep abreast of developments in school initiatives curriculum and subject areas.
6. To contribute to the school's pastoral system.
7. To observe and implement current school policies and good practice.
8. To carry out such particular duties as the Headteacher may reasonably direct from time to time, in accordance with the Teachers' Pay and Conditions of Service Act 1987.



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Person Specification

Experience and Leadership – The post holder will have demonstrable experience of:

- Development of good and outstanding teaching. (E)
- Leading the achievement of outstanding outcomes across the full range of student abilities. (E)
- Successfully leading a subject team. (D)
- Managing, motivating and developing staff. (E)
- Using data and benchmarks at student, subject and whole school level. (E)
- Successfully leading a whole school initiative or management area. (E)
- Management in a church school (of any Christian denomination) (D)

Professional knowledge – The post holder will have:

- Current, detailed knowledge of post-16 study pathways and A level specifications. (D)
- Current, detailed knowledge of the UCAS and post 18 processes. (D)
- Current knowledge on how to effectively support students' academic progress across the ability range. (E)
- Knowledge of current educational issues and developments including most recent curriculum and examination changes. (E)
- A clear understanding of the current Ofsted inspection framework. (E)

Skills – The post holder will be able to:

- An excellent classroom practitioner who leads by example – able to consistently deliver good and outstanding lessons. (E)
- Develop, articulate and maintain a clear vision and leads others to plan and deliver it. (E)
- Communicate in a way that inspires and motivates children and adults. (E)
- Improve and maintain levels of attainment and success. (E)
- Review, monitor and evaluate progress and results. (E)
- Lead, co-ordinate and delegate. (E)
- Think both strategically and operationally, according to the situation. (E)
- Analyse, evaluate and use data to support decision-making. (E)
- Confidently manage change and work well under pressure. (E)
- Manage the performance of others effectively. (E)

Attributes – The post holder will be:

- Emotionally intelligent, creating robust, trusting, honest, and supportive relationships. (E)
- Well organised, flexible and resourceful. (E)
- Able to display moral, intellectual and personal integrity and authority. (E)
- Able to show determination, optimism and resilience in the face of challenges and setbacks. (E)
- Committed to equality of opportunity, community cohesion and student social mobility. (E)
- Supportive of the Christian ethos of the school and able to promote and uphold our ethos. (E) and/or a practicing member of the Christian church (D).

Qualifications- The post holder will be:

- Qualified to degree level. (E)
- In possession of qualified teacher status. (E)
- In receipt of recent, relevant professional development. (E)