

Job description: Senior Assistant Headteacher

# Job details

**Salary:** L10-L14

**Reporting to:** Headteacher

# Main purpose

The Senior Assistant Headteacher will be responsible for the day-to-day management of Abbey Hill Connect – our expanded satellite provision

The Senior Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

* Communicating the school’s vision compellingly and supporting the Headteacher’s strategic leadership
* The day-to-day management of the school
* 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 meeting the school’s aims and objectives

# Duties and responsibilities

School culture and behaviour

Under the direction of the Headteacher, the Senior 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

Teaching, curriculum and assessment

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

* Establish and sustain high-quality teaching across subjects and phases, based on evidence
* Ensure the teaching of a broad, structured and coherent curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, those with special educational needs, or who speak English as an additional language (EAL)
* Plan and implement interventions
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading
* Ensure pupils are entered and prepared for accredited courses and statutory testing (as appropriate)

Additional and special educational needs and disabilities (SEND)

The Senior Assistant Headteacher will:

* Promote a culture and practices that allow all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEND
* Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).
* Ensure continuous professional development for staff in order to meet the needs of pupils

Organisational management and school improvement

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

* Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Ensure effective use of budgets and resources
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
* Work closely with the relevant team(s) to ensure the effective running and maintenance of the school building
* Analyse provision (Abbey Hill Connect) data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Staff management and professional development

The Senior Assistant Headteacher will:

* Performance manage relevant staff, including carrying out appraisals and holding staff to account for their performance
* Manage staff well with due attention to workload
* Ensure staff have access to appropriate, high-standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet their own needs
* Ensure adequate staffing, including providing cover where necessary
* Carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.

Governance, accountability and working in partnership

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

* Work with the governing board as appropriate
* 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

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Senior Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * Professional development in preparation for a leadership role |
| **Experience** | * Leadership and management experience in a school * Proven excellence as a classroom practiitioner * Involvement in school self-evaluation and development planning * Line management experience * Demonstrable experience of successful line management and staff development * Evidence of curriculum design and leadership * Demonstrable experience of leading on assessment and bringing about positive outcomes for pupils * Experience of budget management * Effective approach to behaviour management * Demonstrable experience of improving outcomes for pupils with SEND |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Excellent understanding of SEND Code of Practice * Understanding and experience of statutory testing * Understanding of school / national curriculum requirements |
| **Personal qualities** | * 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, ensuring that personal beliefs are not expressed in ways that exploit the position. * Ability to monitor and review, analyse, use data and make strategic decisions |

# Notes:

This job description may be amended at any time in consultation with the postholder.

The postholder may also be required to undertake any of the duties delegated by the Headteacher.