



ACTING ASSISTANT HEADTEACHER WITH RESPONSIBILITY FOR TEACHING AND LEARNING JOB DESCRIPTION

Job holder: Teacher with at least 5 years of relevant experience

Responsible to: The Headteacher & Local Governing Body
Responsible for: Teachers, support staff, students and voluntary helpers.

Additional responsibilities: The Assistant Headteacher will lead an area of school leadership as specified by the Headteacher, safeguard and promote the welfare of children and young people; follow school policies and the staff code of conduct.

Core Requirements of the Post

The Assistant Headteacher, under the direction of the Headteacher, will take a 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

The Assistant Headteacher will also have a timetabled teaching commitment as directed by the Headteacher (up to 50%) complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher or Deputy Headteacher.

The post holder will actively participate in whole school self-evaluation and development against the Ofsted Headings:

- Effectiveness of leadership and management
- Quality of teaching, learning and assessment
- Personal development, behaviour and welfare
- Outcomes for pupils

In fulfilling the requirements of the post, the Assistant Headteacher will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in pupils and colleagues
- Take a lead role in modelling best practice
- Engage and motivate pupils and colleagues
- Formulate the aims and objectives of the school
- Contribute to the School Development Plan (SDP) and school policies, and promote the learning priorities of the SDP
- Promote the wider aspirations and ethos of the school, including the 'Belhamite Values'
- Establish policies for achieving the school's aims and objectives
- Manage staff and resources
- Monitor progress towards the achievement of the school's aims and objectives

In addition to the requirements of an Assistant Headteacher and any other agreed responsibilities the post holder will be accountable for the following areas:

A. Strategic direction and development of the school

1. Communicate the school's vision compellingly and support the Headteacher's/Trust's strategic leadership.
2. Support the creation and implementation of the School Development Plan and support all staff in achieving the priorities and targets of the school, monitoring progress in areas relevant to the role.
3. Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
4. Develop effective relationships with fellow professionals.
5. Model entrepreneurial and innovative approaches to school improvement and leadership.

B. Teaching and Learning

1. Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others.
2. Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff of the impact of their work on pupil outcomes.
3. Ensure excellent teaching in the school including through training and development of staff.
4. Create an ethos within which staff are motivated and supported to develop their skills and knowledge.
5. Identify emerging talents, coaching current and aspiring leaders.
6. Hold staff to account for their professional conduct and practices.
7. Develop and monitor the curriculum provision throughout the school, liaising appropriately with all staff.
8. Monitor of the quality of teaching and children's achievements across the school, including the analysis of performance data.
9. Monitor and evaluate assessment data across the school to identify trends in pupil performance and issues for development.

C. Leading and managing staff

1. Support the Headteacher in the day to day running of the school.
2. Use the appraisal process to support teachers and middle leaders in developing personal and professional effectiveness.
3. Plan and provide CPD for staff and hold staff to account on their performance.
4. Assist with the selection and recruitment of new teaching staff.
5. Keep up to date with developments in education and seek training to develop leadership capacity.
6. Build positive relationships with members of the school community;
7. Ensure staff are motivated and supported to develop their skills and knowledge.
8. Lead on particular whole school strategies and policy areas.

Key Organisational Objectives

The post holder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with GDPR
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for pupils

Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by The Charter Schools' Educational Trust

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up the post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Trust's Equality Policy.