

<b>Job Title:</b>	Assistant Headteacher
<b>Salary Range:</b>	Leadership Scale L10 – L14 (£52,723 - £58,135 Per annum) Dependent on skills and experience
<b>Hours:</b>	1.0fte
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	SLT, Heads of Faculty / Heads of Year, Teachers, Support Staff  (The nature of responsibilities and leadership will depend on the qualities and skills offered by the candidate)
<b>Important Functional Relationships: Internal/External</b>	<u>Internal</u> : SENDCO, school staff, students  <u>External</u> : School Governors, LEA advisers and representatives, suppliers, parents, external support agencies

**Main Purpose of Job: *In partnership with the Headteacher and Senior Leadership Team***

- To provide professional and highly effective whole school leadership and be responsible for the day to day efficient management of the school.
- To promote and support the vision and direction of the school by providing the day-to-day leadership that will enable it to continue to build success and provide high quality education and positive outcomes for its students.
- To lead and manage the school on a day-to-day basis as part of the senior leadership team, maintaining high morale and setting an example of professionalism, high quality performance and leadership.
- To be a point of contact for all stakeholders and external agencies (as appropriate to the role) in matters relating to the school and enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, other schools and organisations and optimise the benefits of being a Trust School

**Main Duties and Responsibilities: *In partnership with the Headteacher and Senior Leadership Team***

### **Strategic Management**

Effectively manage, encourage, develop and support staff and actively and visibly demonstrate his / her responsibility towards them. Take a lead role in recruiting, retaining and deploying staff appropriately so that the goals and targets for the school can be achieved.

- Responsible for the day to day management, and operation of the school across areas of responsibility.
- Support the Headteacher in implementing and embedding the vision and future direction of the School.
- Work with the Headteacher in implementing strategic and operational plans for securing the vision and direction of the school based on wide consultation with all relevant stakeholders
- Work with the leadership team, staff and governors to translate the development plans into action plans that identify clear achievable targets and outcomes and to evaluate progress towards achieving these
- Motivate and work with others to create a shared culture and positive environment.

**To be a pro-active member of our SLT, who will work with the Headteacher, Governing Body, and the community to secure and sustain effective teaching and learning throughout the school; and to monitor and evaluate the quality of teaching and standards of pupils' achievement and progress, using benchmarks and setting targets for improvement.**

**This would be achieved by:**

- Ensuring that all pupils receive a high quality education in a happy, stimulating, safe and healthy environment;
- Ensuring a consistent and continuous school-wide focus on achievement of all pupils', using data and benchmarks to monitor progress in every child's learning;
- Ensuring that learning is at the centre of strategic planning and resource management;
- Establishing creative, responsive and effective approaches to learning and teaching;
- Ensuring a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- Demonstrating and articulating high expectations and implanting development plans for the whole school community;
- Implementing strategies that secure high standards of behaviour and attendance and safeguarding;
- Determining, organising and implementing a diverse, flexible and purposeful curriculum that is relevant to pupils' needs and is supported by an effective assessment framework;
- Implementing approaches that develop students' understanding of themselves as learners and motivate and support them to improve their learning;
- Using new and emerging technologies to enhance and extend the learning experience of students;
- Monitoring, evaluating and reviewing classroom practice and promoting improvement strategies to ensure that the highest standards of teaching and learning are maintained and that underperformance is challenged at all levels;
- Giving and receiving effective feedback and acting to improve personal performance.
- Giving priority to developing high quality teaching and learning across the school
- Encouraging new developments in the curriculum and capitalising on local and national initiatives

### **Leading and Managing Staff**

Work alongside the Headteacher and Senior Leadership team to lead, motivate, support, challenge and develop individuals and teams, and to foster an open, fair, equitable culture to create and maintain a positive school culture by:

- Participating in the recruitment and selection of teaching and support staff
- Managing effectively the day-to-day deployment and performance of staff within areas of responsibility
- Supporting the Headteacher in carrying out the requirements for Professional Review
- Supporting the Headteacher in creating and maintaining good working relationships amongst all members of the school community
- Motivating and supporting staff by identifying and addressing areas for development and building on their strengths
- Promoting the highest standards of courtesy and mutual respect amongst all members of the school community
- Ensuring that all staff carry out their professional duties in accordance with their job description and with national guidance and regulations
- Encouraging and modelling initiative, team work and working in partnership
- Developing and strengthening leadership across the school
- Ensuring that staff well being is both enhanced and protected through a well being focussed culture
- Manage own workload and that of others to promote appropriate work/life balance

### **Efficient use of resources**

The Assistant Headteacher will:

- Work with the Headteacher to use the school budget to deliver a quality education and to meet the objectives of the school development plans
- Manage allocated budgets on a day-to day basis ensuring effective administration and control and value for money
- Monitor the allocated budget and with the Headteacher and make appropriate adjustments to spending patterns in accordance with available funding
- Work with the Headteacher to manage and organise the day-to-day use of the building and grounds so that it meets the needs of the curriculum and health and safety requirements

- Ensure that all staff and children contribute towards building and maintaining a positive learning and working environment for all

### **Securing Accountability**

The Assistant Headteacher will:

- Work with the Headteacher to ensure that all users of the school and site are aware of and adopt safe practices and that all activities comply with current legislative requirements
- Work with the Headteacher and build and sustain a positive working relationship
- Work with the Headteacher to ensure that the school staff collect and receive and use data to support school improvement and raised levels of achievement
- Work with the Headteacher to inform the Self Evaluation Form ( SEF) and collect evidence to support judgments made in evaluating the school's success
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review and evaluation
- Keep parents/carers well informed about their child's attainment and progress and supported, and understand how they can contribute to supporting their child's learning
- Provide reports to the Governing Body as required across areas of responsibility
- Contribute to Professional Review of staff as appropriate to role.

### **Partnership**

The Assistant Headteacher will:

- Develop and encourage positive working partnerships with parents and carers
- Develop and encourage positive relations between other local schools, Primary Partnership schools, and the local community, sharing information and ideas and working collaboratively
- Develop and encourage mutually supportive working relationships with relevant agencies including Social Services and Health professionals as required

### **General/Other:**

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the pupils at all times
- To act as a team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance
- To be aware of and adhere to all school policies and procedures
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To undertake other duties appropriate to the post as required

<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Recruiting method</b>
<b>Education and Training</b>	<p>Qualified Teacher Status</p> <p>Post Graduate Level Qualification or recognised alternative</p> <p>Evidence of continuing professional development</p>	<p>NPQ qualifications or equivalent training/ professional development</p>	<p>Application</p>
<b>Skills and Experience</b>	<p>Proven track record</p> <p>Proven experience of raising standards of teaching, learning and assessment</p> <p>Curriculum management – planning, teaching and assessment</p> <p>Experience of leading and managing successful change</p> <p>Demonstrates experience of successful whole school improvement</p> <p>Experience of budget and resource management</p> <p>Ability to analyse data in relation to developmental planning</p>	<p>Leadership experience at whole school level</p>	<p>Application/Interview/Assessment</p>
<b>Specialist Knowledge and Skills</b>	<p>Coaching and mentoring skills and training</p>	<p>Leadership experience at whole school level</p>	<p>Application/Interview/Assessment</p>

	<p>Experience of Ofsted preparation</p> <p>Partnership and community development</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment</p>		
--	--	--	--

	to equal opportunities		
<b>Behaviours and Values</b>	<p>Motivational leadership</p> <p>Promote a culture of high performance</p> <p>Collaborative working</p> <p>Workforce resilience</p> <p>High level of emotional intelligence</p> <p>Trust and integrity</p>		Application/Interview/Assessment