**JOB DESCRIPTION**

**JOB TITLE:**  Assistant Headteacher (AHT)

**GRADE:** Leadership scale – L14-19

**RESPONSIBLE TO:** Governors, Head, Deputy and School Business Manager

**JOB PURPOSE:**

To be a member of the senior leadership team (SLT), with a specific line management responsibility for the Heads of Dept. (Senior Management Team).

To ensure outstanding practise in the planning, delivery, monitoring and evaluation of the quality of education for **all** with a continual improvement in standards of:

* leadership and management of the curriculum and its subjects
* teaching and learning and progress of targets and outcomes
* assessment, achievement and attainment (Inc. where relevant, accreditation and exams)
* Other school priorities as identified within the role and its responsibilities

To contribute to the development, review and extension of the distinct ethos and identity of the school: its vision, aims and objectives through strategic leadership and direction.

To assist in formulating policy, guidance and direction to assist in the structures and systems to ensure the smooth organisation and day to day leadership and management of the school.

To support school improvement plans, self-evaluation and assessment and progress reporting

To undertake professional duties and responsibilities of the Deputy Headteacher in the event of their absence.

To carry out professional duties expected of the leadership role and that of a teacher as per current schoolteachers Pay and Conditions Documentation.

**KEY RESPONSIBILITIES**

* Whole school curriculum: its content and development, organisation, timetabling at each phase of school (in collaboration with Heads of dept.)
* Whole school effectiveness of teaching and learning; subject development and co-ordination to meet the challenge of planning and delivery to a wide range of SEND/LDD
* Whole school monitoring of progress data, tracking, assessment, achievement and attainment at each phase of school and reporting that to a wider audience (e.g. Govs. OFSTED etc.)
* Whole school accreditation and exam needs
* Whole school monitoring, evaluation, recording and reporting of all the above
* Facilitating identified annual reviews and monitoring of IEP’s and EHCP outcomes (in collaboration with SLT and SMT)
* Ensuring appropriate professional development, training, mentoring and coaching to support all the above to be effective
* To act as line manager for Heads of Department, including being their appraiser
* To take ownership for co-ordinating a specific subject
* To have a teaching commitment
* To be an active participant in the Senior Leadership Team and support:
1. Day to day school management and leadership
2. Hierarchical line management and leadership of all school staff
3. Performance Appraisal as reviewer for identified individual/groups of staff
4. Resource management
5. Staffing deployment
6. Behaviour management
7. Pastoral welfare of students
8. Policy development, review and revision
9. Any other aspects linked to the management and leadership within school

**PRINCIPAL DUTIES:**

**Ethos and vision –**

* Contribute significantly to, and support the school ethos, vision and overall ‘mission’. By setting a positive example and role model for all staff and students to follow and playing a full and active part within the school community.
* Support and promote actively the school and its corporate policies in all arenas.
* Support the school in meeting statutory requirements.

**Strategic/operational planning –**

* To be an active member of the senior leadership team of the school
* To work with the HT and SLT to develop, implement, monitor, review and evaluate the School Improvement Plan and Self Evaluation documentation.
* Provide information and reports, objective advice and support to the HT, DHT, SBM (SLT); Heads of Department (SMT) and Governing Body as required.
* To develop, implement and review whole school policy, guidance and procedures.
* To lead on the development of an appropriate timetable, curriculum, resources, schemes of work, assessment, and teaching and learning strategies in order to provide breadth, balance, coherence and relevance in order to meet the needs of the individual students.
* To work jointly with the SLT to ensure the efficient and effective deployment of resources including budget spending.
* Support the SLT in ensuring all involved with the school are committed to its vision, aims, and objectives and are accountable to securing success; leading by example and providing a positive demeanour that inspires and motivates others.

**Teaching and learning –**

* To be prepared to undertake an appropriate teaching commitment and for the leadership of a specific curriculum area as may be required in order to support the overall teaching and learning of students.
* To plan, timetable, organise, monitor and evaluate the whole school curriculum to ensure **all** students have access to broad, balanced, progressive and relevant teaching and learning opportunities. Reporting to and collaborating with the rest of the SLT and SMT
* To lead curriculum development and innovation.
* To monitor and evaluate the quality of teaching and the quality of learning as part of responsibilities associated with performance appraisal and curriculum development and set targets for improvement.
* To monitor and evaluate student progress and achievement through effective systems of assessment, recording and reporting.
* To ensure opportunities are given to promote spiritual, moral, social and cultural development and British Values.
* To keep abreast of local, national and international developments as they relate to school and the role and responsibilities of the post.

**Staffing and resources –**

* To assist in the recruitment and retention of high quality staff and to participate in any interview process as required.
* To support deployment of all staff effectively to ensure the quality of teaching and learning standards continually improve for all students.
* To support the SLT to ensure that the professional expectations and conditions of employment of all staff are fulfilled.
* To implement performance appraisal arrangements in line with school policy and guidance.
* To lead and encourage the continual professional development of all staff through the example of taking responsibility for your own CPD
* To assist and support the DHT to ensure that trainees, apprentices and Early Career Framework teachers (formerly NQT’s) are appropriately trained, monitored, supported and assessed in relation to their given standards.
* To assist and advise the SLT of potential priorities for expenditure.
* To manage, monitor and review the range, quality and quantity and use of all available resources to meet the educational, social, and personal and welfare needs of all students and staff.
* To assist and support the management and organisation of the premises and external environment efficiently and effectively to meet the educational, social, personal and welfare needs of all students and staff; whilst maintaining standards relating to health and safety regulations.
* To collaboratively support whole school lunchtime arrangements and supervision, alongside the SLT/SMT and dept. staff.

**Pastoral –**

* To support the DHT/HODS to manage staff to ensure effective pastoral and mentoring systems are in place to meet the needs of and support all students.
* To support the DHT/HODS to ensure regular contact and liaison with parents and families of students.
* To support the DHT/HODS to maintain regular contact with other professionals and colleagues involved with students.
* To support the DHT/HODS to ensure any policies and guidance relating to pastoral support and behaviour support are implemented and followed appropriately.
* To support the DHT to ensure all appropriate safeguarding procedures are maintained.

**Quality assurance and evaluation –**

* To support the HT/SLT/Governors to monitor, evaluate and review SIP targets and take subsequent action as required.
* To support the HT/SLT/Governors to monitor, evaluate and review policies and guidance material as required.
* To support the HT/SLT/Governors to monitor, evaluate and review school self evaluation schedules as required.
* To support the HT/SLT/Governors to monitor, evaluate and review budget priorities as required.
* To have oversight of and monitor, evaluate and review specific subject areas of the curriculum as required to support subject co-ordinators
* To monitor, evaluate and review student performance and progress data and support teachers to set challenging targets and meet EHCP outcomes; reporting to HT/SLT/Governors.
* To lead on systems and practise to offer effective teaching and learning scrutiny.

**Communication and liaison –**

* Develop and maintain effective working relationships with all staff and stakeholders within the school community Inc. effective partnerships and relationships with parents/carers and families.
* Develop and maintain effective partnerships and relationships with the wider community including business/ industry and charitable organisations where appropriate.
* Liaise with other schools, colleges and educational establishments to develop inclusive opportunities or to support transition arrangements for students where appropriate.
* Be prepared to facilitate and chair reviews and other meetings as required.
* Be prepared to contribute to the Governing Body reports and to attend and contribute to Governing Body meetings as required.
* Support the school in ensuring that students, parents/carers and families are well informed about the school, its aims, targets for improvement, the curriculum, student attainment, achievement, progress etc.
* Present and report on material to account for the schools performance overall to a range of audiences including inspection.
* Contribute to communication, information giving and liaison events and activities as required.

**Management information-**

* Be open and explicit at all times as to the high expectations and challenge of the school, for its staff and its students.
* Keep abreast of and use national, local and school data and evidence and research to promote whole school improvement.
* Provide information to support school self evaluation.
* To assist in the analysis, use of and evaluation of student performance/progress data
* Provide information to account for one’s actions, time and the efficiency and effectiveness of any delegated areas of responsibility as required.

**OTHER DUTIES AND RESPONSIBILITIES:-**

As reasonably requested by the HT and those related to national leadership standards and STP&C documentation.

**Summer Term 2021**