

Assistant Headteacher Job Description

The appointment is subject to the current conditions of employment of Deputy Headteachers/Assistant Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and headteacher standards and the school's Articles of Government.

Job Title: Assistant Headteacher – Raising Achievement, Data, Intervention and Timetable

Accountable to: The Headteacher

Main Purpose:

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the Senior Leadership Team
- Assist the headteacher in leading and managing the school
- Support and represent the headteacher at meetings as and when required
- Undertake such duties as are delegated by the headteacher
- Play a major role under the overall direction of the headteacher in formulating and reviewing the Improvement Plan, aims and objectives of the school by:
 - Establishing the policies through which they will be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement.

Specific Responsibility for:

- Quality of Education: Impact - Lead on the development of data analysis and response across the school to ensure outstanding outcomes for students
- Lead on academic target setting, assessment, recording and reporting
- Lead on Y11 aspirational interviews
- Line management of Faculty(ies), including leading intervention
- CPD with regard to performance data, assessment and reporting
- Quality of Education: Intent - Take a strategic role in curriculum development
- Quality of Education: Implementation - Timetable construction and Options
- Further areas of responsibility to be negotiated

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To lead by example and carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- 1.3 To be responsible for a specific class, age group or contextual group.

2. The internal organisation, management and control of the school

- 2.1 To have specific responsibilities (eg for aspects of school management or the curriculum) to be agreed upon appointment, and which may change to best meet the needs and priorities of the school.

2.2 To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- A School Improvement 'Climbing Higher' plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school
- Implementing the Authority's and the governing body's policies on equal opportunity issues for all staff and students in relation to safeguarding, sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

3. Curriculum Development

3.1 To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, learning and teaching, assessment, recording and reporting, with a particular focus on ensuring policies contribute to raising achievement
- Ensuring that the learning and teaching provided by different departments and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals which can be measured and evaluated in terms of student progress
- Ensuring that information on student progress is used to improve learning and teaching, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensuring individual students' continuity of learning and effective progression of achievement
- The promotion of extra-curricular activities in accordance with the educational aims of the school

4. Student care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for safeguarding and for the personal and social development of students including pastoral care and guidance
- The effective induction of students
- The determination of appropriate student groupings
- The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
- The development among students of self-management and resilience
- The handling of individual disciplinary cases

5. The management of Staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To lead on staff development policies in relation to:

- The induction of new and newly qualified teachers and other staff with particular reference to the analysis and effective use of data to maximise progress and drive achievement
- The provision of professional advice and support and the identification of training needs with particular reference to the analysis and effective use of data to maximise progress and drive achievement
- Students under training/work experience, with particular reference to the analysis and use of data to maximise progress and drive achievement

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6 The management of resources

- 6.1 To contribute to the formulation of the school's policies and procedures concerning resource management
- 6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 6.3 To promote an attractive environment which stimulates learning and enhances the appearance of the school.
- 6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of Health and Safety.
- 6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Authority.

7 Relationships

- 7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 7.2 To assist liaison and co-operation with Authority officers and support services.
- 7.3 To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- 7.4 To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development.
- 7.5 To assist liaison with other professional bodies, agencies and services.
- 7.6 To develop and maintain positive links and relationships with the community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

<p style="text-align: center;"><i>The applicant will be required to safeguard and promote the welfare of children and young people.</i></p>
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This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to deputy headteachers.

Signed.....Teacher Signed..... Headteacher

Dated