



## **Assistant Headteacher**

### ***Salary grade: L4- L8***

*This job description may be amended at any appropriate time, following consultation between the CEO, Director of Education, Headteacher and Assistant Headteacher. It will be reviewed annually, and performance management objectives will be agreed.*

The Assistant Headteacher will support the Headteacher, the Local Governing Body and the Trust Board, in providing professional leadership which, in turn, secures success and improvement, ensuring high quality education and improved standards of learning and achievement for all students.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment and pastoral care. At times this may be across a wider group of schools in our MAT, at the instruction of the Director of Education.
- To contribute to and provide leadership and management of the staff and students.
- To ensure a high-quality school experience for all students, securing desired outcomes through the development of a culture of success through celebration, praise and rewards
- To support the Headteacher to implement as positively and fully as possible the vision and key objectives of the ATLP Business Plan.

### **Key accountabilities and responsibilities**

To carry out the duties of an Assistant Headteacher as set out in the School Teachers Pay and Conditions Document.

### **Strategic direction and development of the school**

The Assistant Headteacher, working with Headteacher and senior leaders will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development. This will be undertaken within the context of, and supporting, the ATLPs Business Plan.

The Assistant Headteacher will contribute as a member of the Senior Leadership Team to the establishment of a shared vision for the school; the support and continuation of the school ethos which promotes effective teaching and learning, which sustains improvement in the development of all students; and the development and implementation of a strategic plan.

The Assistant Headteacher will be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement) by working collaboratively with the Headteacher and leadership team.

### **Strategic direction and development**

1. To continue to develop, promote and ensure implementation of the School Improvement Plan across the school.
2. Produce short, medium, and long-term plans to develop the school in relation to:
  - the aims of the school and its policies and practices
  - targets for realistic but challenging improvements
  - personnel policies and deployment
  - the leadership and management of the middle leadership team.
  - Quality Assurance.

## **Teaching and Learning**

The Assistant Headteacher as a member of the Senior Leadership Team, together with the Director of Education, Headteacher and Local Governing Body will seek to secure and sustain effective teaching and learning, monitor, and evaluate the quality of education and standards of students' achievements and use benchmarks and set targets for improvement.

- Plan and monitor the teaching and learning across the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning within their curriculum areas and communicate this to students.
- Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
  - To help to implement clear policies and practices for assessing, recording, and reporting on student achievements in line with academy policy.
- Evaluate the teaching within all areas in the school; use this analysis to identify effective practice and areas for improvement.
- Take appropriate action to improve further the quality of teaching across the whole school within any area of the curriculum when required.

## **Safeguarding**

- To be responsible for safeguarding and promoting the welfare of children and staff, and to follow the safeguarding procedures adopted by the Trust.

## **Efficient and effective deployment of staff resources**

The Assistant Headteacher as a member of the Senior Leadership Team will deploy staff and resources efficiently and effectively in line with the ATLPs vision and strategic plan.

### **Leading and managing staff and self**

- Lead staff in conjunction with the Headteacher.
- Promote and maintain a culture of high expectations for staff and others.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary.
- Regularly review own practice, set personal targets, and take responsibility for own development, seeking advice and support from others.

### **Recruitment**

The Assistant Headteacher will work with the Headteacher, senior colleagues and the central HR team to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

### **Managing the Organisation**

- Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.
- Provide effective organisation and management for the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- Use and integrate a range of technologies effectively and efficiently to manage the school.
- Develop and oversee extra-curricular activities to achieve a varied offer of extended provision in the school.
- Review the impact of policies, priorities and targets of the MAT and evaluate these with the Headteacher and Local Governing Body.
- Implement school and MAT policies and where these are local to school, review and make recommendations for change where needed.
- Ensure evidence- based improvement plans promote continuous school development linked to the schools Self-Evaluation.

- Keep the Headteacher fully informed of any critical need if it affects the smooth operation of the school and the educational experience of the pupils.

### **Accountability**

The Assistant Headteacher supporting the Headteacher as a member of the senior leadership team will account for the efficiency and effectiveness of the school to the CEO, Deputy headteacher, Governors, Trustees, students, parents, staff, and other members of the local and wider community. This will include effective communication, advice to Governors and the Trust Board, and accountability for school performance.

### **Securing Accountability**

- Develop the Partnership ethos which enables everyone to work collaboratively.
- Ensure individual staff accountabilities are clearly defined, understood, and communicated.
- Ensure compliance at every level with school policies and procedures.
- Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment.

### **Specific responsibility as a member of the Senior Leadership Team**

- Member of the Senior Leadership Team.
- Governor support/link.
- Personnel issues.
- Middle Leader line management and development.
- Analysis and presentation of examination data and student progress measures across school.

- Coach and mentor colleagues to ensure high quality development of the team.
- Develop teaching and learning across the school.
- Support teachers and leaders in the development of teaching students and ECTs.

**Other professional requirements:**

- To play a full part in the life of the school, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute positively and collegially to the MAT's Headteacher group.
- To undertake any reasonable request of the Headteacher, Deputy headteacher, CEO and accept any reasonably delegated additional responsibility from the Headteacher, Deputy headteacher, CEO.
- To undertake further CPD to enhance and develop their own skills and in turn impact positively on the school.

**Data Protection**

- To ensure that all responsibilities under General Data Protection Rules for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.

**Health and Safety**

- To ensure compliance with the schools Health and Safety policies and the Health and Safety at Work Act (1974) in all buildings at the school.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title or changes to Headteacher Standards.*

<b>Assistant Headteacher Specification</b>	<b>Application</b>	<b>Interview process</b>
<b>Qualifications and CPD</b>		
Graduate and Qualified Teacher Status	✓	
Evidence of continued professional development at leadership level	✓	
Commitment to ongoing research into school improvement	✓	
<b>Knowledge/Experience</b>		
Evidence of high quality teaching	✓	
The ability to think and act strategically at whole school level		✓
The ability to challenge, influence and motivate others	✓	✓
Highly tuned ability to analyse and use information to drive school improvement		✓
Evidence of raising educational achievement and standards for all students	✓	✓
Readiness to identify and respond to new challenges with good judgement and perseverance		✓
Evidence of leading pastoral teams to improve outcomes for young people		✓
Engagement in collaborative partnership working, within and beyond the school		✓
<b>Professional and Leadership Skills</b>		
An ability to communicate with all stakeholders	✓	✓
An ability to track progress through school's data systems		✓
Outstanding presentation and communication skills – including in written communications	✓	✓
An ability to complete tasks to a high standard with attention to detail	✓	✓
Skilled at working with people and the ability to inspire and motivate others – both staff and students		✓
<b>Relationships</b>		

An ability to establish good working relationships with colleagues, students, parents and the wider community		✓
An ability to communicate effectively in oral and written forms	✓	✓
An understanding of and commitment to the effective promotion of the school	✓	
An ability to lead teams effectively	✓	✓
<b>Personal Qualities/Attributes</b>		
A positive, enthusiastic outlook, embracing risk and innovation		✓
Commitment and dedication to social justice, equality and excellence		✓
A high level of emotional intelligence		✓
Respect and empathy towards others		✓
Resilience, perseverance and optimism		✓
Decisiveness and consistency		✓
Drive for improvement and challenging underperformance		✓
Capacity to be flexible, adaptive and creative		✓
Capacity to receive and act on feedback to build on strengths and improve personal performance		✓