

JOB DESCRIPTION

Job Title : Assistant Headteacher

Location :

Pay : L1-5

1. PURPOSE OF THE JOB

To assist the Headteacher and Deputy Headteacher with the management and organisation of the school in seeking to achieve the highest standards of pupil achievement and school efficiency. If the Headteacher and or Deputy Headteacher is absent from the school an Assistant Headteacher may choose to undertake their professional duties to the extent required by the Headteacher or not.

To play a major role in assisting the Headteacher to:

- Formulate the aims and the objectives of the school
- Establishing the policies through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring progress towards their achievement

2. THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions of employment for Assistant Headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. DUTIES AND RESPONSIBILITIES

Shaping the future

- Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Motivates and works with others to create a shared culture and positive climate
- Works with individual staff and teams to translate the school vision into agreed objectives and operational plans which will promote and sustain school improvement

Leading teaching and learning

- Be a good role model to all teaching staff within the school and reflect a high level of professional teaching standards
- Demonstrates and articulates high expectation and set stretching targets for the whole school and /or *key stage areas*
- Monitors, evaluates and reviews class room practice and manages improvement strategies.
- Analyse and interprets school data to inform class room practice across the school

Developing self and working with others

- Manages positive working relationships with all staff.
- Motivates and challenges all staff to maintain high expectations of behaviours.
- Develops and maintains effective strategies and procedures for staff induction,

professional development and performance review

Managing the organisation

- Recruits, retains and deploys staff appropriately
- Implements evidence-based school development plans and policies for the organisation and its facilities
- Ensures that policies and practices take account of national and local policies and initiatives
- Manages the school environment to ensure that the school meets all health and safety regulations

Securing accountability

- Managers staff roles and ensures that responsibilities are clearly defined, understood and agreed
- Works with the governing body or Governing body sub groups to enable them to meet their statutory responsibilities
- Is able to present the school's performance and other school initiatives to a range of audiences; parents, Governors, school improvement officers and other external agencies.

Strengthening the community

- Works with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Builds the reputation of the school with the outside community
- Creates and maintains partnerships with parents and carers to support and improve pupils' achievement and personal development

Child protection

- Ensure that the child protection and safeguarding policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.

Assistant Headteacher
PERSON SPECIFICATION

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential / Desirable	How identified
<i>Leadership and management</i>		
Ability to build effective relationships with staff, parents, governors and other agencies	E	App/SP
Ability to line manage staff	E	
Ability to use HR policies and procedures	E	
Ability to make and implement difficult decisions	E	App/SP
<i>Shaping the future</i>		
Implements an improvement plan across a key stage area or class room, identifying the priorities and evaluating the impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
<i>Leading Teaching and learning</i>		
Being an Excellent teacher – by national standards	E	App/SP
Knowledge of how to use data to monitor pupil progress	E	App/SP
Knowledge of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	App/SP
<i>Developing self and working with others</i>		
Regularly reviews own practice and continually participates in quality CPD	E	App/SP
Uses CPD to motivate, enthuse and develop staff	E	App/SP
Ability to plan and allocate work effectively	E	App/SP
Ability to coach and mentor staff	E	App/SP
<i>Managing the organisation</i>		
Implements changes to staffing structures	D	App/SP
Recruits, retains and manages a range of school staff	E	App/SP
Manages the school's environment in line with health and safety regulations	D	App/SP
<i>Securing accountability</i>		
Holds people to account for what they have agreed to deliver	E	App/SP
Works effectively with the governing body to fulfil statutory duties	D	App/SP
Provides performance data to parents, governors and school improvement officers	D	App/SP

Strengthening the community		
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Promotes the school	D	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Child protection		
Is aware and able to manage effective CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
Experience of middle leadership e.g. phase leader, key stage leader	E	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred		SP
Resilient		SP
Integrity		SP
Self motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines		SP
Enthusiastic and optimistic		SP
Excellent problem solving/analytical skills		SP
Self awareness, knowledge of strengths and limitations		SP