



## Job Description

**Job title:** Assistant Headteacher

**Pay scale:** Leadership (ISR L12 – L16)

**Reporting to:** Head of School

### Main Purpose

The Assistant Headteacher will support the Executive Headteacher and Head of School in:

- Providing professional and strategic leadership and management of the school that will establish a secure foundation to achieve high standards in all areas of school life
- Communicating the school's vision compellingly
- Taking responsibility for a number of roles and responsibilities, which will seek to build on their strengths as well as giving them opportunities to develop new areas of responsibility
- The day-to-day management of the school
- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to achieve the aims and objectives
- Monitoring progress towards the achievement of the school's aims and objectives
- To deputise for the Head of School in their absence

The Assistant Headteacher will also have a timetabled teaching commitment based on the needs of the school, complying with the Teachers' Standards and modelling best practice for others. They may also be required to undertake any of the duties delegated from the Head of School.

### Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of pupils, parents and staff

### Duties and responsibilities

#### School culture and behaviour

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's Behaviour Policy

### **Teaching, curriculum and assessment**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and phases
- Ensure the teaching of a broad, structured and coherent curriculum
- Support in developing curriculum leadership, including subject leaders, with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Embed a whole school approach to teaching and learning that ensures adaptive teaching is one of the core principles of learning
- Ensure that the implementation of the curriculum enables pupils to build upon prior knowledge and commit knowledge to their long-term memory

### **Special educational needs and disabilities**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

### **Organisational management and school improvement**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources

- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

### **Staff management and professional development**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Performance manage teachers, support staff and middle leaders, including carrying out appraisals and holding staff to account
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

### **Governance, accountability and working in partnership**

Under the direction of the Executive Headteacher or Head of School, the Assistant Headteacher will:

- Work with the Governing Board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals, networks and colleagues to improve educational outcomes for all pupils

### **Other areas of responsibility**

To undertake any other areas of responsibility / tasks, which are deemed to be appropriate to the role of Assistant Headteacher, and delegated by the Executive Headteacher.

Specific responsibilities will be discussed and agreed with the Executive Headteacher on an annual basis.

This job description may be amended at any time in consultation with the postholder but, in any case, will be reviewed annually when key tasks related to the schools' priorities will be determined.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_