Assistant Headteacher

Salary: Leadership Band 6 to 10

Job Description

To provide professional leadership and management of the school, in conjunction with the Headteacher. To be responsible and accountable to the Headteacher and Governing Body, with particular regard to standards of teaching and learning in the school. This post is subject to the conditions of service laid out in the School Teachers' Pay and Conditions document, for staff paid on the leadership scale. Within that framework the Governing Body would wish to highlight the following key tasks:

Main Duties and Responsibilities

- Support the Headteacher in defining, meeting and promoting the vision, aims, ethos and policies of the school and promoting high levels of achievement and attainment.
- Be responsible for leading and managing a significant part of the curriculum and raising the quality of teaching and learning across the school.
- Ensure clear procedures for developing and supporting effective teams of staff to meet the needs of all learners.
- Manage staff to ensure their effectiveness through procedures such as Appraisal.
- Support the Headteacher in monitoring and evaluating school effectiveness and standards of teaching and learning.
- Play a key role in the discipline and behaviour management of the whole school.
- Work alongside the Headteacher in carrying out rigorous and effective school self-evaluation.
- Deputise for the Deputy Headteacher/Headteacher in their absence.
- To develop effective working relationships with pupils, staff, parents, governors and external agencies.
- Establish coaching and mentoring procedures for staff that are based around improving the quality of teaching and learning.
- To support the implementation of actions on school improvement strategies, OFSTED action plans and the school development plan.
- Participate in the teaching of pupils at the school.

Supervisory/Managerial Responsibilities

- Complete the appraisal process with staff

- Monitor and evaluate assessment data from across the school and identify strengths and weaknesses ensuring the findings inform the school improvement work on teaching and learning.

- Lead Pupil Progress Meetings to evaluate the success of teachers working towards challenging pupil progress targets. Support teachers in identifying appropriate strategies to achieve challenging progress targets.

- Contribute to the whole school policies, procedures and ethos to promote pupil wellbeing, good behaviour and discipline.

- Lead effective teams towards agreed goals identified through school self-evaluation. Support the development of effective, engaging and creative schemes of work and medium and short term plans.

- Promote whole school commitment to the safeguarding procedures and ensuring the welfare of children and young people.

- Participate, and lead, the selection and appointment of the teaching and support staff of the school.

- Report to and advise the Governing Body on matters that the postholder has responsibility for, such as areas of teaching and learning/curriculum.

Communication

- Undertake all relevant tasks to ensure a consistently high standard of information is circulated to parents, carers and the community through newsletters, notices and the school website.

- Ensure that channels of communication are used effectively, within the school, to ensure all staff, parents and pupils are well informed.

Other areas of responsibility

Assessment

- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher/nominated person (in consultation with the postholder) to reflect the changing work composition of the business.