

JOB DESCRIPTION

Job Title:	Assistant Headteacher
Grade:	Leadership scale
Hours:	Full time
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Head of School/Headteacher
Responsible for:	All staff within a designated faculty
Liaison with:	Senior Leadership Team, Teaching and support staff, School Improvement Team ATLP leaders, Parents/Carers/Governors, Students, External Stakeholders

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

Job Purpose:

The Assistant Headteacher will support the Head of School/Headteacher, Advocates 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.
- 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 Head of School to implement as positively and fully as possible the vision and key objectives of the ATLP Business Plan.

Key accountabilities and responsibilities

To promote and embody the ‘One Trust vision’ so that it is always at the core of school/trust improvement work ensuring children are at the heart of everything we do.

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 Head of School/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 Head of School 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, Strategic Lead, Head of School/Headteacher and Advocates 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.

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 Head of School/Headteacher and Deputy 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 Head of School/Headteacher, senior colleagues and the central Recruitment 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 Head of School and Advocates.
- 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 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 Head of School/Headteacher as a member of the senior leadership team will account for the efficiency and effectiveness of the school to the CEO< Director of Education, Strategic Lead, Advocates, 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.
- Advocate 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 leadership groups.
- To undertake any reasonable request of the Headteacher, Deputy Headteacher, Director of Education, Strategic Lead and accept any reasonably delegated additional responsibility from the same.
- To undertake further CPD to enhance and develop their own skills and in turn impact positively on the school.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Staffing

- To monitor and maintain standards of performance through line management of staff including staff in adherence with ATLP policies and procedures.
- To create a learning and development plan for the team.
- To demonstrate a positive working style with a committed and flexible attitude.
- Promote the importance and benefits of effective team working and well-being.
- To work closely with the HR team to proactively manage and mitigate any staffing issues.
- To carry out annual appraisals and performance reviews of those you line manage.
- Ensure that all members of the team show due diligence in carrying out their duties and responsibilities.

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.

- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Assistant Headteacher

Method of Assessment	AF – Application form	I – Interview
Assistant Headteacher Specification	Application	Interview process
Qualifications and CPD		
Graduate and Qualified Teacher Status	✓	
Evidence of continued professional development at leadership level	✓	
Commitment to ongoing research into school improvement	✓	
Knowledge/Experience		
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	✓	✓
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		
Professional and Leadership Skills		
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		✓
Relationships		
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		
Personal Qualities/Attributes		

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		✓