**Job Description: Assistant Headteacher**

**Reports to: Headteacher**

The post holder will be expected to liaise with staff across the organisation to ensure a consistency of approach regarding standards, support, transition and quality of provision.

**Review and Amendment:**

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder. In addition to the duties of a teacher and any other agreed responsibilities as a member of the Leadership Team you will undertake an active role in the leadership, management and strategic development of the school.

**Key Purpose of the job**

* To assist the Headteacher in developing the school as a high-quality specialist provision for pupils with social, emotional and mental health issues. (SEMH)
* To support the Headteacher in leading and managing the school to the highest professional standards
* To uphold the ethos, aims and values of the school, its policies and codes of practice at all times
* To assist in managing the school in the absence of the Headteacher and deputise for the Headteacher/Deputy Headteacher as appropriate

**Main Duties**

# **Shaping the future**

*With the Headteacher:*

* Ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all and demonstrate the vision, values and standards in everyday practice
* Motivate and work with others to create a shared culture and a positive climate
* Ensure creativity, innovation and the use of appropriate technologies to achieve excellence
* Initiate, develop and manage major projects to a successful conclusion

**Leading Teaching and Learning**

*With the Headteacher:*

* Ensure a consistent and school wide focus on pupil achievement, using data and benchmarks to monitor pupil progress and the targets set for whole school improvement
* Ensure that learning is at the centre of strategic planning and resource management
* Contribute to the determination, organisation and implementation of a diverse, flexible curriculum and an effective assessment framework
* Take a senior position in the development of new and emerging technologies to enhance and extend the learning experiences of pupils
* Assist the Headteacher in monitoring, evaluating and reviewing classroom practice and help to promote improvement strategies

# **Developing self and working with others**

*With the Headteacher:*

* Build a positive collaborative learning culture where all people are treated fairly and with dignity and actively engage with other schools to build effective learning communities
* Maintain a culture of high expectations for self and others, regularly reviewing own practice, setting personal targets and taking responsibility for own personal development
* Manage your own workload and that of others to allow an appropriate work life balance

**Managing the organisation**

*With the Headteacher:*

* Maintain and support the organisational structure, which reflects the schools’ values and enables management systems, structures and processes to work effectively in line with legal requirements
* Assist SLT and staff to produce clear improvement plans and policies and ensure policies, practices and development plans take account of local and national circumstances, policies and initiatives
* Assist in the recruitment and deployment of staff
* Help to manage the school environment efficiently and effectively to make sure it meets the needs of the pupils, the curriculum and Health and Safety requirements
* Use and integrate a range of technologies effectively and efficiently to assist in the management of the school
* Act as a Team Leader for Performance Management

# **Securing accountability**

*With the Headteacher:*

* Within a school ethos which encourages collaborative working and the sharing of knowledge and understanding assist in the development of individual and team accountabilities which are clearly defined and subject to rigorous review and where success is celebrated and responsibility for outcomes is accepted
* Provide information, advice and support to the Redwood Team and present an accurate account of school’s performance to a range of audiences as requested
* Lead on aspects of School Self Evaluation, securing and maintaining high standards

**Strengthening Community**

*With the Headteacher:*

* Build an inclusive school culture and curriculum which takes account of the richness and diversity of the school’s communities
* Collaborate and liaise with other and agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
* Create and maintain effective partnerships with parents and carers
* Enhance and enrich the school profile and share its values and successes with the wider community by inviting parents, carers, businesses, other organisations and community figures into the school and actively seeking their support.
* Share effective practice in partnership with other schools and promoting innovation
* Cooperate and work with relevant agencies to safeguard children

**Leading and Managing Staff**

* Model good working relationships with teaching and support staff, pupils and parents in order to promote an effective learning ethos in the school
* organise and promote teamwork throughout the school
* Chair the Senior Leadership Team meetings and any other meetings led by the Headteacher/Deputy Headteacher in his/her absence
* Carry out performance management of teaching staff

# **Appendix 1**

**Specific duties**

The specific duties for the Assistant Headteacher will be subject to discussion and agreement with all members of the Leadership Team in order to use the strengths of each member of the team.

The following will form the basis for the agreement:

* School day to day organisation
* Oversight of the school curriculum
* Co-ordinating staff cover
* Coordination of Assessment across the school, including baseline assessment
* Line manages Heads of Faculty
* Assists Head Teacher in performance management
* Up to 40% teaching responsibility as required

**PERSON SPECIFICATION – Assistant Headteacher**

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of short listing and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **MEASURED BY**  **Application/Interview** |
| Qualifications | Degree or equivalent  Teaching qualification  Commitment to continued personal and professional development | A recognised SEN qualification.  Evidence of further professional training. | A |
| Professional skills | High level teaching skills across all abilities and a range of ages  Ability to create and maintain effective team working  Ability to manage competing demands and work to tight deadlines  Ability to formulate and implement policy changes  Effective problem-solving skills  Ability to initiate and sustain multi-agency cooperation  Excellent interpersonal skills with children, parents, staff, visitors and governors  Good communication skills, written, oral and listening | Able to demonstrate the potential to motivate support and challenge colleagues and pupils through personal influence  Ability to implement and update health and safety legislation and policies  Ability to analyse and evaluate information | A  I |

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| --- | --- | --- | --- |
| Professional Experience | Previous Senior Leadership Team experience is essential  Substantial teaching experience in a primary or secondary setting  Experience of writing and contributing to Policy Statements and School Development Plans  Evidence of management of curriculum and assessment  Experience of preparation for and participating in OFSTED Inspection  Experience of working with children with challenging behaviours | Breadth of teaching experience  Experience of implementing staff development  Experience of school self-evaluation | A  I |

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| Knowledge and Understanding | A sound knowledge of national and local issues within Education  Knowledge of the Performance Management Process for Teachers  Knowledge of the design, planning and delivery of the national curriculum and its assessment | Experience of monitoring of analysing and evaluation of teaching and learning  Involvement in self-evaluation and school improvement planning | A  I |

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| Leadership Skills | Ability to lead by example  Motivate and support staff  Support HT in ensuring practice follows policy  Demonstrate initiative and the ability to evaluate situations professionally  Articulates vision | Shows a commitment to, and has the potential to, develop the learning and skills of leadership | A  I |

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| Personal Qualities and Other interests | Sensitivity and understanding of the needs of children and their families  Demonstrate the ability to work constructively with parents and/or carers  A commitment to developing the role of the school within the wider community  Commitment to Equal Opportunities  The ability to form good relationships and develop teams  Open and approachable  Respect with the moral and spiritual ethos of the school  Caring, innovative and conscientious | A healthy lifestyle  Take an interest in extra-curricular activities | A  I |