

Generosity

Respect



Wisdom

Trust

Hope



Assistant Headteacher Job Description



At High Halden we take pride in creating a nurturing environment where our community of learners are valued as individuals. Through God's love, rich experiences and a sense of belonging, all will make strong roots to grow, flourish and bear fruit.



'Rooted in God, we grow together'



The Assistant Headteacher is directly responsible to the Headteacher though day to day management.

Core Requirements of the Post

As part of the Leadership Team, the responsibility of the Assistant Headteacher is considerable and the expectations of their performance will be high

Main Purpose and Scope of the Post

- The duties and responsibilities of this post are to be carried out in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Foster the Christian ethos of the School, attending, leading and participating in assemblies and other school events and celebrations.
- Take responsibility for the school in the absence of the Headteacher.
- Be a member of the Senior Leadership Team and make a significant contribution to the evaluation and strategic direction of the school.
- Make effective use of assessment and tracking data (from a variety of sources) to inform school planning and use of resources including School, National and local data.
- Provide activities that foster inclusion of parents and the community.
- Lead and support in order to secure effective education for all pupils and the continuous improvement of teaching and learning in the school.
- Ensure high quality, effective communication across all teams and groups which enhances the achievement of our school aims.
- Coach and mentor colleagues as required.
- Lead and oversee the school's curriculum from EYFS-Year 6.
- Implement, develop and monitor whole school policies which promote the school's values and aims.
- Uphold the school's code of conduct.

**Pupils and staff**

Assist the Headteacher by:

- Demanding ambitious standards for all pupils.
- Modelling excellent teaching through an understanding of how pupils learn and of the core features of successful classroom practice.
- Establishing a culture of sharing best practice within and between schools.
- Creating an ethos within which all staff are motivated and supported.
- Holding all staff to account for their professional conduct and practice.
- Monitoring and evaluating pupil achievement and attainment throughout the school and participating in pupil progress meetings.
- Supporting subject leaders in the development of the curriculum.
- Monitoring the quality of teaching and learning, including lesson observations, planning, scrutiny of pupils work and discussions with pupils.
- Taking responsibility for the pastoral care of pupils, including involvement in safeguarding, emotional/behavioural and welfare issues when necessary.
- To act as the Designated Safeguarding Lead (once training completed)
- Liaising closely with all staff to ensure continuity and progression across the age and ability range.
- Monitoring the standards of behaviour and achievement across the school.
- Planning, organising and chairing meetings as appropriate.
- Liaising with outside agencies.
- Supporting our Pupil Governors to initiate and make positive change.
- Leading, supporting, motivating and directing staff working across the school.
- Leading Collective Worship and supporting our Spiritual Council as required.

Systems and process

Assist the headteacher by:

- Providing a safe, calm and well-ordered environment for all pupils and staff.
- Safeguarding pupils and developing their exemplary behaviour in school
- Support the performance of all staff and addressing any under-performance.
- Setting targets for raising achievement for pupils and feedback to the Headteacher.
- Contributing to the professional development of all staff through example, leading CPD, coaching, peer support and target setting
- Training and supporting the induction of new staff and/or trainee teachers.
- Supporting the establishment of priorities for expenditure across the whole school and within departments.
- Contributing to the effective and efficient management of school resources.
- Promoting, organising, attending and participating in open/parent evenings and events.

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**Self-improving school**

Assist the headteacher by:

- Evaluating the strengths and areas for development of the school.
- Developing and maintaining a school development plan, providing a clear direction for the development of the school.
- Modelling effective relationships with fellow professionals and colleagues in other public services.
- Harnessing the findings of well evidenced research to improve the school.
- Leading training and professional development.
- Monitoring progress and ensure appropriate action plans are in place where issues are identified.
- Reviewing curriculum planning to ensure coverage, progression and a range of learning experiences throughout the school.
- Working with all stakeholders, including governors to drive forward improvements.

Managing the organisation

- As appropriate and under the leadership of the headteacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ Date _____

Signature of Headteacher _____ Date _____

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