



Job Description

Post Title:	Assistant Headteacher
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Core purpose:

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- 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 that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.

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 the school's pupils

To achieve success, the Assistant Headteacher will be required to support the Headteacher as follows:

- Effectively lead to secure the highest possible outcomes;
- Promote excellence, equality and high expectations of all students and staff
- Contribute to the vision of the School and provide leadership and direction;
- Effectively and efficiently deploy resources to achieve the School's aims;
- Evaluate school performance and identify priorities for continuous improvement;
- Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.
- Ensure effective and efficient day-to-day management, organisation and administration of the school;
- Secure the commitment of the wider community, and encourage the involvement of parents and carers;

Key Responsibilities

Strategic direction and shaping the future

- Work with the Governing Body, Senior Leadership Team and other key stakeholders to ensure the School's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence

Leading Teaching, Learning & Curriculum Development

- Establish and sustain high-quality teaching across subjects, based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Developing the leadership and management skills of curriculum leaders and the teaching and learning skills of all teachers through a rigorous programme of CPD and the setting of challenging targets for improvement;
- Develop, lead and manage effective strategies to improve standards of teaching across all Key Stages
- Leading on subject self-review and subject improvement processes
- Leading on whole school self-evaluation for the quality of Teaching, Learning and Curriculum development
- Support the induction and mentoring of ECT's and new colleagues to the school
- In conjunction with the AHT – Achievement, ensure a consistent and continuous school-wide focus on student achievement through high quality teaching, learning and curriculum development
- Ensure that learning is at the centre of strategic planning and resource management
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

Developing self and working with others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the Hadlow Group and actively engage with other schools to build effective learning communities
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the organisation

- Produce and implement clear, evidence-based improvement plans and policies for the development of the School and its facilities
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Support the Headteacher in the recruitment, retention and deployment of staff appropriately and manage their workload to achieve the vision and goals of the School
- Support the Headteacher to manage and organise the School environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Securing accountability

- Fulfils commitments arising from contractual accountability to the governing body.
- Support the Headteacher to develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Support the Headteacher to work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities

- Support the Headteacher to develop and present a coherent, understandable and accurate account of the School's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others

Strengthening community

- Build a school culture and curriculum which takes account of the richness and diversity of the School's communities
- Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Ensure a range of community-based learning experiences
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve student achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the School to enhance and enrich the School and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Co-operate and work with relevant agencies to protect children.

Other areas of responsibility

Specific roles and responsibilities are closely monitored and reviewed with specific roles and responsibilities discussed and agreed on an annual basis. These are then published to all key stakeholders via the Senior Leadership Team Responsibilities Chart.