# Job details: Assistant Headteacher

**Salary:** L3-L5 depending on experience

**Contract type:** Full-time, permanent

**Reporting to:** Headteacher

**Assistant Headteacher Job Description**

The Assistant Headteacher will take a central role in assisting the Headteacher in developing the school in accordance with the shared values and the school development plans.

They will support the Headteacher in establishing a vision for the future and by demonstrating inspirational leadership and creativity.

They will play a lead role in school improvement planning, taking account of the agreed priorities of the school and how these link with national and local initiatives.

They will contribute to the identification of key areas of strength and weakness within the school.

They will work to a high standard, implement agreed policies and expectations setting a good example to other colleagues.

They will promote a culture of team work in which all members of the school community are valued.

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

They may also be required to undertake any of the duties delegated from the headteacher.

**Leading Learning and Teaching**

The Assistant Headteacher will:

• Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.

• Provide training and model effective teaching and learning for staff.

• Promote the active involvement of pupils in their own learning.

• Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.

• Support strategies to promote high standards of behavior.

• Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school.

• Lead the development of an effective assessment framework across all subjects.

• Monitor and evaluate classroom practice.

• Provide support for colleagues in improving their classroom practice.

**Developing self and managing others**

• Work to ensure the highest priority is given to safeguarding and promoting the welfare of children in the school.

• Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children is paramount.

• Support the development of collaborative approaches to learning within the school and beyond.

• Support the induction of staff new to the school.

• Set high expectations for your own performance and that of others.

• Engage in relevant professional development activity as necessary.

**Managing the organisation**

• Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.

• Develop action plans in specified areas of responsibility, in order to bring about improvements.

• Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities.

• Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money.

**Securing Accountability**

• Support the governing body in meeting its responsibility to account for the performance of the school.

• Work alongside the Headteacher to secure improvement through Performance Management; take responsibility for the performance management of identified staff.

• Support staff in understanding their own accountability, and develop approaches to its review and evaluation.

• Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways.

• Develop and present accurate accounts of school performance to a range of stakeholders.

**Strengthening Community**

• Contribute to the development of the school as a ‘Hub’ within the community; strengthening partnerships with other schools and services.

• Gain an understanding of the characteristics of the school community

• Contribute to policies and practices which promote equality of opportunity and tackle prejudice.

• Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.

• Promote and model good relationships with parents, which are based on partnerships to support and improve pupils’ achievement and attendance.

• Ensure learning experiences for pupils are linked into and integrated with the wider community.

• Ensure a range of community-based learning experiences.

**General Responsibilities**

• To deputise for the Headteacher in their absence.

• To play a full part in all aspects of strategic planning, implementation and review.

• To be responsible for named curriculum areas and to work closely with staff on raising standards in these areas.

• To line manage a key stage and to challenge and support all pastoral and academic issues.

• To undertake a range of routine duties such as assembly, break and lunchtime duties etc.

• To maintain a high profile and visible presence around school.

• To support a broad range of out of hours activities and events.

• Any other reasonable duties deemed necessary to ensure the smooth running of the school