

Elms School

Job description: Assistant Headteacher (Secondary Learning)

Job details

Salary: L7-12

Contract type: FT

Reporting to: Head of School (Secondary)

Responsible for: Teachers (Secondary)

Main purpose

The Assistant Headteacher (Secondary Learning) will support the Executive Headteacher and Head of School (Secondary) 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 (Secondary Learning) will also have a timetabled teaching commitment of 60%, 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.

Qualities

The Assistant Headteacher (Secondary Learning) 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 students

Duties and responsibilities

School culture and behaviour

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Establish and sustain high-quality teaching across subjects and phases, 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
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum

Additional and special educational needs and disabilities

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Promote a culture and practices that enables all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Organisational management and school improvement

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Governance, accountability and working in partnership

Under the direction of the Executive Headteacher or Head of School (Secondary), the Assistant Headteacher (Secondary Learning) will:

- Work with the governing board as appropriate

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

Other areas of responsibility

Pastoral

The Assistant Headteacher (Secondary Learning) will:

- Establish and implement whole-school systems for student wellbeing
- Conduct student voice surveys to ensure they feel happy and safe in school, championing the importance of student voice to other members of the senior leadership team
- Provide staff with training and support so they can play a part in enhancing students' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor student attendance and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Qualified teacher status• Degree• Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none">• Leadership and management experience in a school• Teaching experience in more than one school• Involvement in school self-evaluation and development planning• Line management experience• Demonstrable experience of successful line management and staff development• Experience of leading the development of a curriculum• Experience of leading assessment
Skills and knowledge	<ul style="list-style-type: none">• Understanding of high-quality teaching, and the ability to model this for others and support others to improve• Understanding of school finances• Effective communication and interpersonal skills• Ability to communicate a vision and inspire others• Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school• Ability to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: March 2022

Line manager's signature:

Date:

Postholder's signature:

Date: