**Post: Assistant Headteacher**

**Responsible to: Headteacher**

**Salary Scale: L3 - L5**

Core purpose of the Assistant Headteacher

1. To be the visible teaching and  learning leader, which requires:

A skill for developing all staff; being able to effectively identify needs in your key stage and find ways, with guidance from the head as required to drive improvement in pupil outcomes and staff satisfaction; always ensuring that decisions made are in line with school ethos and driving the school improvement plan.

1. To support the Headteacher and Deputy Headteacher in any operational and strategic matters.

Strategic direction and development of the school

* To support the Headteacher and Deputy Headteacher in shaping the strategic direction of the school
* To ensure that all aspects of school performance are monitored and evaluated in a robust, cyclical manner and to follow up on actions to ensure progress against the monitoring
* To work with the Headteacher to implement the school improvement plan, based on robust self-evaluation
* To take a leading role in all aspects of teaching and learning across the school
* To support the Governing Body in challenging and supporting the school effectively
* To work in partnership with TKAT

Teaching and Learning

* To maintain exemplary teaching practice across the school and act as a model of good teaching and learning
* To provide accessible resources to staff ensuring they are up to date with leading pedagogical research
* To provide high quality coaching to ensure high standards of teaching and learning from all staff
* To develop continually all staff members in the performance of their work by, for example, providing clear expectations and guidance, in order to build the school’s capacity for sustained improvement
* To ensure that pupil assessment is accurate and pupil performance information is used to regularly and effectively to inform planning
* To ensure that pupils receive an effective and appropriate education according to their individual needs and abilities to enable them to meet all targets and secures enjoyment and achievement in learning
* To ensure the ongoing monitoring and regular evaluation and development of the curriculum

Leadership and Management

* To meet with all teaching staff to discuss assessment, progress and monitoring and hold pupil progress meetings for all stakeholders alongside Assessment Lead, Deputy Headteacher and Headteacher as appropriate
* To maintain high morale and to set an example of professional standards and leadership
* To ensure staff and volunteers raise concerns about poor or unsafe practice
* To be proactive in supporting the school’s CPD lead, the Deputy Headteacher ensuring that all staff take responsibility for their continuing professional development and performance
* To support the Headteacher and Deputy Headteacher in monitoring and reviewing staff deployment to ensure the most effective use of human resources

Community Cohesion and Pastoral Care

* To support the Headteacher in promoting and safeguarding the welfare of children and young persons
* To ensure that the school is an integral part of the local community
* To maintain an ethos in which all individuals feel valued and where personal endeavour and responsibility are encouraged and embedded within the school and wider community
* To maintain an environment where all members of the school community actively demonstrate their care and concern for everyone and fulfil the requirements of the school’s equalities policies paying particular attention to vulnerable learners and hard to reach families
* To arrange for parents/carers to be given regular information about the progress of their children and other educational issues
* To work with parents and carers to ensure children have access to extended services, extra-curricular opportunities, homework and other educational and social experiences
* To support the Headteacher in taking account of, and respond to feedback sought from pupils, parents and the wider community
* To promote and engage in effective integrated practice including common assessment framework processes

Standards and quality assurance

* Support the aims and ethos of the schools
* Set a good example in terms of dress, punctuality and attendance
* Attend and participate in open evenings and school performances
* Uphold the school's behaviour code and uniform regulations
* Lead staff training and induction as required
* Attend and lead team and staff meetings
* Develop links with governors, LEAs and neighbouring schools as well developing links within TKAT.

Other duties

* To liaise as necessary with any other recognised body or agency in the furtherance of the school’s needs, or those of any pupil, employee or parent/carer
* To attend relevant meetings and events outside the normal school day for example Parent Teacher Association events and governor meetings
* To help to maintain the school’s positive online presence
* To work with TKAT, and any other school within the trust
* Any other duties reasonably requested by the Headteacher

All Academy staff are expected to:

* Undertake other such reasonable duties as may be required from time to time;
* Work towards and support the Academy’s vision and the objectives;
* Support and contribute to the Academy’s responsibility for safeguarding students;
* Work within the Academy’s health and safety policy to ensure a safe working environment for staff, students and visitors;
* Work within the Academy’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective;
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents and colleagues;
* Engage actively in the performance review process;
* Adhere to Academy policies and procedures as set out in the staff handbook or other documentation available to all staff.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the Academy, flexibility among staff is very important. All staff at the Academy are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that is not specified in this job description.

***The applicant will be required to safeguard and promote the welfare of children and young people.***

**Reviewed:**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**