



Assistant Headteacher

Responsible to: Head of School

Main purpose of the role:

To work as a member of the senior team to raise standards, improve pupil outcomes and increase aspiration

Leadership Expectations

1. To deputise for the Headteacher if required to do so
2. To work strategically as a member of the Leadership Team;
3. To take a corporate view of policy implementation, pursuing and delivering school strategies and agreed actions in a positive and consistent manner so as to raise standards to think creatively about the school, to be prepared to take risks and to innovate
4. Through line management of curriculum area(s) to be accountable for and report to the rest of the Leadership Team on the progress of students and the quality of teaching and learning in those subjects;
 - to be an excellent team leader, capable of building a successful team and getting the best out of colleagues
 - to have responsibility for the performance and line management of staff
 - to engage in the process of appointing new staff including the interview process
5. To assist in the day-to-day running of the school and take an appropriate share of the many tasks required of school leaders;
 - to have a high profile around the school
 - through the implementation of the school's behaviour policy to ensure systematic and consistent management of behaviour
 - to ensure the school website and other communications provide accurate and up-to-date information to parents and carers on their various areas of responsibility
 - to undertake an appropriate amount of teaching and cover
 - to participate in duties before and after school, lunch and break
 - to deliver assemblies

6. To model the high personal and professional standards expected of staff;
- to be an excellent communicator with a high degree of emotional intelligence, and create open and effective lines of communication with a clear system for consultation and decision making
 - to be courteous to all colleagues and promote collegiality and good working relations
 - to report to the head teacher (and governors where appropriate) information about their various areas of responsibility

General expectations of all staff:

- To demonstrate high professional practice in all areas of work
- To help progress the school towards our vision, through a focus on raising the aspirations of students
- To be an excellent role model for students, commanding respect and being a positive presence around the school
- To be efficient and effective, highly organised in all areas of work
- To promote actively the school's ethos through actions and words
- To adhere to the staff dress code

Health and Safety

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils

Safeguarding

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Assistant Headteachers work program will be negotiated and agreed at the beginning of the performance management cycle.