

Job Description: Assistant Headteacher

**Salary:** L3

# Main Purpose

The Assistant Headteacher, under the direction of the Headteacher, will take a major role in:

* Formulating the aims and objectives of the school
* Maintaining the high expectations of behaviour across the school
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

If the Headteacher is absent, the Assistant Headteacher may deputise, as directed by the governing board.

# 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
* Support the Christian Distinctiveness of the school and model its values of friendship, forgiveness, compassion and service

# Duties and Responsibilities

School Culture and Behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

* Create a culture where all of God’s children flourish and experience a positive and enriching school life
* Uphold educational standards in order to enable children to love themselves, their community and their world and prepare them for their next phase in life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from the children, built on rules and routines that are understood by staff and pupils 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 Headteacher, the Assistant Headteacher will:

* Establish and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured and coherent curriculum
* Support subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum

Organisational Management and School Improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

* Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community
* Manage day-to-day deployment of staff to ensure the school runs smoothly
* Establish and oversee systems, processes and policies so the school can operate effectively
* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk
* Allocate financial resources appropriately, efficiently and effectively
* 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

Professional Development

Under the direction of the Headteacher, the Assistant Headteacher will:

* 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 needs

Governance, Accountability and Working in Partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

* Understand and welcome the role of effective governance
* Ensure that staff understand their professional responsibilities and are held to account
* 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 pupils

Other Areas of Responsibility

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.