



## **Assistant Head Teacher, Job Description**

Sir Roger Manwood's is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **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

### **General duties**

- Teaching and undertaking all relevant duties of a class teacher while acting in that capacity
- Taking a leading role in the day-to-day management of the school
- Implementing, enforcing and exhibiting model adherence to all school policies and procedures.
- Attending and contributing to all meetings of the staff cohort and the SLT
- Planning and chairing meetings where necessary
- Cultivating and sustaining effective positive relationships with all staff, pupils, parents, governors and stakeholders

### **Assessment, recording and reporting**

- To develop effective assessment practices and procedures
- To oversee the school and assessment calendar, internal and public examinations
- To ensure that information on student progress is used to improve teaching and learning to inform and motivate students, to inform parents and to aid governors in their future management of the school
- To be responsible for the quality, accuracy, collection and analysis of internal and external assessment data
- Lead strategically, across all key stages, the systematic tracking and monitoring of student achievement
- To lead the development and writing of the school timetable, as well as the options process
- To oversee the use of AI and technologies within the school



## **Leadership and Management:**

### **School performance:**

- Working with the Headteacher to set targets, aims and objectives
- Supporting staff to understand and meet the school's targets, aims and objectives
- Evaluating the school's performance in relation to its targets, aims and objectives and working with the SLT to adjust the school's practice in line with findings

### **Staff management:**

- Line managing staff as identified by the Headteacher
- Motivating staff in their roles and supporting them in aspects of their roles as necessary
- Contributing to the performance management process of staff as necessary, including evaluating performance and challenging underperformance
- Working with the governing board and Headteacher to secure and provide effective training for staff members, e.g. through INSET days

### **Other areas of responsibility**

- To oversee the production of the school calendar and rotas (detentions, duties etc.)
- To oversee the school's careers provision, including oversight of the administration of Work Experience
- To oversee the House system at school, ensuring an active programme of events and competitions
- To create the School's Census, including liaison with the Examinations Officer regarding Sixth Form learning aims
- To oversee the work of the Examinations Officer
- Contribution and updating of school policies
- To lead the organisation of certain key events during the school year



### **Pupil wellbeing and safeguarding:**

- Contributing to a school culture which prioritises pupil wellbeing and mental and physical health
- Being an approachable and professional authority figure for pupils to come to with any issues they may have
- Contributing to the creation of an enriching and positive culture which impacts school life and ensure a positive and respectful attitude amongst pupils and staff in the school
- Taking a lead role in managing pupil behaviour across the school. Taking responsibility for promoting and safeguarding the welfare of pupils by being a Deputy DSL and supporting the DSL and Deputy DSLs in conducting their duties

### **Training and professional development:**

- Actively engaging in CPD to ensure professional skills are up to date
- Undergoing training as necessary to ensure that all aspects of the role can be effectively conducted
- Working to consistently meet the 'Headteachers' standards'