**Job Title** Assistant Headteacher

**Salary** Leadership Scale

**Reports to** Senior Deputy / Deputy Headteacher

**Responsible for** Key teaching and support staff associated with specific priorities and areas of responsibility

**Purpose of the Job**

* To work closely with the Headteacher, Senior Leadership Team, and Governors in the strategic development of staff performance and standards.
* The postholder will be fundamental in developing and motivating staff, setting high expectations, embedding learning and teaching strategies and raising achievement, contributing to our rigorous and on-going self-evaluation and taking responsibility for leading specific areas/initiatives to secure further school wide improvements.

**Duties and Responsibilities**

The duties outlined in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, with the agreement of the post holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

*Strategic direction and development of the school in co-operation with, and under the direction of, the Headteacher*

* Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement
* Support the creation and implementation of the school strategic plan, especially as it relates to the staff performance and to take responsibility for appropriately delegated aspects of it
* Support all staff in achieving the priorities and targets the school sets and monitor the progress of these
* Support the evaluation of the effectiveness of the school’s policies and developments and analyse their impact

*Teaching and learning*

* Support the Headteacher in establishing a learning environment that helpsstudentsdevelop study skills in order to learn more effectively and with increasing independence
* Take responsibility for the development and monitoring of the curriculum provision throughout the school, liaising appropriately with Heads of Departments, support teams and class teachers
* Support the Headteacher in the monitoring of the quality of teaching and students’ achievements across the school, including the analysis of performance data

*Leading and managing staff*

* Lead groups of staff in development activities and evaluate outcomes
* Support the performance management process as required and use the process to develop personal and professional effectiveness
* Ensure that the Headteacher and governors are well informed about policies, plans and priorities, its success in meeting objectives and targets, and any future development needs

*Effective deployment of staff and resources*

* Support the Headteacher in the deployment of staff and support those staff in their duties
* Work with the Headteacher in establishing priorities for expenditure, and in monitoring the effectiveness of spending and usage of resources

*General*

* Take on specific tasks related to the day to day administration and organisation of the school as requested by the Headteacher
* Take on any additional responsibilities which might from time to time be determined
* Create and maintain positive and supportive relationships with staff, parents, governors and external partners/agencies
* To engage with appropriate training opportunities to promote professional effectiveness in this role

The Assistant Headteacher will undertake any other reasonable tasks or duties assigned by the Headteacher. They will also have all the responsibilities of any teacher at TWGSB.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The main campus for TWGSB is in Tunbridge Wells; however, it is likely that this role will be predominantly based at Sevenoaks.

***The Disclosure & Barring Service (DBS)***

*Because of the nature of the job, it will be necessary for an Enhanced Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.*

*This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the school.*

*The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment*

*Disclosures are handled in accordance with DBS Code of Practice, which can be accessed from the Children and Learning Department, HR Division, or on* [*www.disclosure.qov.uk*](http://www.disclosure.qov.uk)

**Person Specification: Assistant Headteacher**

*This is an important post in terms of ongoing school improvement and for this reason it is at Assistant Headteacher level. You will be invited to join our Senior Leadership team and you will play* a *key role in raising standards.*

*You are asked to demonstrate in your supporting statement that you match the person specification.*

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| **Attribute** | **Essential** | **Desirable** |
| **Qualifications:** | * Honours degree * Qualified Teacher Status (QTS) * Evidence of relevant professional development related to whole school leadership issues | * Post graduate qualification |
| **Knowledge and Experience:** | * Statutory education frameworks * Strategic planning processes * Able to recognise and model outstanding classroom practice * Proven track record in improving student outcomes in subject area. * Coaching and mentoring strategies to support staff development * The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress * DSL experience * Detailed understanding of Ofsted criteria * Models of effective professional development for staff * Current educational issues specifically in education for 11-18 range, adjacent phases and transition * Experience of leadership and management roles across a number of schools | * Experience of a curriculum/pastoral leadership role * Senior Leadership experience |
| **Leadership and Management:** | * Ability to contribute to the strategic direction of the school * Ability to develop and implement operational policies to deliver the strategic vision for school * Leadership and management skills to improve and maintain level of attainment and success * Excellent classroom practitioner who can lead by example * Ability to motivate students and staff * Ability to lead, coordinate, delegate and empower * Experience of carrying out staff performance reviews and acting on any issues that arise from the reviews * Ability to manage change and work under pressure of changing circumstances |  |
| **Skills and Abilities:** | * Ability to see things through to completion * A reflective practitioner able to evaluate practice and embed a process of continuous improvement * An inspirational style that imparts confidence, motivates staff, parents / carers and students * Ability to analyse and interpret information to make informed decisions and exercise good judgment * Ability to create and maintain strong supportive relationships with staff, parents / carers, students, the community and governors * Ability to be innovative, creative and tenacious * Skills, experience and ability to promote high quality teaching and learning across the curriculum |  |
| **Personal Qualities:** | * An exceptional role model with high standards of integrity and approachability * A ‘team player’ * Highly motivated, ambitious, and upbeat * Calm under pressure with a good sense of humour * Flexible and collaborative * Passionate about young people |  |
| **Safeguarding:** | * Evidence of a commitment to promoting the health, welfare and safeguarding of children * Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school |  |