



Job Description

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| JOB TITLE | Assistant Headteacher |
| JOB FAMILY | Leadership |
| PHASE | Primary |
| RESPONSIBILITIES | Inclusion and other areas to be determined |
| Reporting to | Head of School |

Job Purpose

- To work with the SLT to ensure high expectations and high-quality outcomes for all pupils, regardless of starting points
- To work with SLT to maintain an inclusive approach and ethos, leading to excellent standards of behaviour and conduct, for all pupils including those facing barriers and challenges
- The Assistant Headteacher will deputise for the Deputy Headteacher/Headteacher /SENCO in their absence and promote and ensure the welfare of pupils for whom the school, Governing Body and Directors are responsible
- To lead on inclusion across the school, ensuring that all pupils - including those with additional needs, barriers or vulnerabilities - experience high-quality provision, equitable access to the curriculum and strong outcomes
- To promote cross hub working and being willing to work across schools if necessary

Duties and Responsibilities

- To assist in the promotion, direction and oversight of high standards of teaching and learning, pupil achievement and progression through leading on personal development across the school, developing teachers' skills and pedagogical knowledge
- Establish with the Headteacher and SLT a culture that promotes excellence, quality and high expectations of all pupils and staff whilst actively addressing under performance
- To assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all adhering to all relevant local and national initiatives and statutory requirements
- To be a member of the Leadership Team developing and implementing plans, policies, targets and practices within the context of the school's aims and policies
- To motivate, inspire and support all staff, governors, pupils and parents
- To be responsible for securing the highest possible standards of pupil achievement across the school in all curriculum areas through monitoring, evaluating and setting targets for improvement



- To lead, develop and enhance the teaching/support practice of others across the school by evaluating, supporting, coaching and guiding
- To contribute to a culture of mutual respect through development of the habits of mind and thinking schools' ethos
- To teach classes, individuals or groups of pupils, if required, in line with whole school policies and schemes of work, to undertake pastoral, administrative and leadership duties in keeping with the School Teachers Pay and Conditions of Employment document (see Teacher Job Description)
- To be a line of communication between parents and the Leadership Team
- To ensure the consistent accurate use and implementation of Thinking Schools ethos
- Supporting readiness for the next phase of education, training or employment so that pupils are equipped to make the transition successfully.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at New Horizons Children’s Academy, however, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post. I understand and agree to the job description of an Assistant Headteacher.

Name:

Signed:

Date: