



FIVE ACRE WOOD SCHOOL

Growing and Learning Together

Job Description: Assistant Headteacher



EveryMomentMatters



PupilsFirst



TogetherStronger

Job Description: Assistant Headteacher

Job details

Salary:

Contract type: Full time, permanent

Reporting to: Deputy Headteacher, Headteacher and Principal

Responsible for: staff in a learning approach

Main purpose

In partnership with the senior leadership team the Assistant headteacher will:

- define and deliver the vision and objectives of the school across all sites, the learning approach development plans, and producing learning approach SEF and SDP
- ensure a clear vision for the school and provide support and guidance in translating this into a vision for the school and satellites
- establish and oversee systems, processes and policies so the school can operate 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
- monitor progress towards achieving the school's aims and objectives
- to be an active member of working parties both strategically and operationally

Ethics and professional conduct

The Assistant headteacher will:

- As a public office holder:
 - uphold and demonstrate the seven principles of public life (Nolan principles) selflessness, integrity, objectivity, accountability, openness, honesty, and leadership
- Both within and outside school,
 - build relationships rooted in mutual respect, and always observe proper boundaries appropriate to their professional position
 - show tolerance of and respect the rights of others, recognising differences and respecting cultural diversity
 - uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law
- As a leader of their school community and profession:
 - serve in the best interests of the school's pupils
 - conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behavior of a good citizen
 - uphold their obligation to give account and accept responsibility
 - know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities
 - take responsibility for their own continued professional development, engaging critically with educational research
 - make a positive contribution to the wider education system

Duties and responsibilities

School culture

The Assistant headteacher will:

- create a culture where pupils experience a positive and enriching school life

- uphold educational standards which prepare pupils from all backgrounds for their next phase of education and life
- ensure a culture of staff professionalism
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment

Behaviour

The Assistant headteacher will:

- encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- ensure consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching

Within their learning approach, the Assistant headteacher will:

- establish and sustain high-quality teaching, based on evidence
- ensure teaching is underpinned by subject expertise
- ensure effective use is made of formative assessment to inform strategy and decisions

Curriculum and assessment

Within their learning approach, the Assistant headteacher will:

- ensure the teaching of a broad, structured and coherent curriculum
- establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- ensure the use of valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- ensure the use of evidence-informed approaches to reading

Inclusion

Within their learning approach, the Assistant headteacher will:

- promote a culture and practices that enable all pupils to access to an appropriate curriculum
- have ambitious expectations for all pupils
- ensure they work effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- ensure the school fulfils statutory duties regarding the SEND Code of Practice

Managing the school

Within their learning approach, the Assistant headteacher will:

- 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

Professional development

Within their learning approach, the Assistant headteacher will:

- ensure staff have sustained access to appropriate, high standard professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- keep up to date with developments in education
- seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

In partnership with the senior leadership team the Assistant headteacher will:

- understand and welcome the role of effective governance, including accepting responsibility

- 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

Continuous school improvement

In partnership with the senior leadership team the Assistant headteacher will:

- make use of effective and proportional processes of evaluation to identify and analyse problems and barriers which limit learning approach effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the learning approach context
- ensure careful and effective implementation of improvement strategies, which lead to sustained improvement over time

Last review date:

Next review date:

Line manager’s signature:

Date:

Postholder’s signature:

Date:
