

**JOB DESCRIPTION (Draft)**

**Job Title:** Assistant Headteacher (Upper School)

**Report to:** Deputy Head

**Grade:** £49,441 - £54,517

The Assistant Headteacher is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the School Teachers' Pay and Conditions Document and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, the Assistant Headteacher must show a commitment to the aims, policies and ethos of the school, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

This Job Description identifies the responsibilities of the post of the Assistant Headteacher. It will be reviewed annually by the Headteacher and may be subject to amendment as the needs of the school requires, but only after full consultation with the Headteacher and governors.

Local Authority and school grievance procedure applies in relation to any dispute arising in connection with this Job Description. The duties outlined in this job description are in addition to those covered by the latest School Teacher’s Pay and Conditions Document.

Job Purpose:

* To be an active member of the school leadership team through collaborative leadership designed to secure the achievement of the school’s strategic priorities.
* To be an outstanding teacher as a role model for all other staff within the school.
* To continually monitor and moderate the teaching, learning, assessment and pupil progress within key stages 3 and 4.
* To work in conjunction with the DHT in monitoring staffing levels, staff support and class staffing on a day to day basis.
* To support and oversee the Post 16 leader of learning, including but not restricted to, monitoring and moderating of teaching and learning, assessment and pupil progress.
* To lead on overseeing behaviour, safeguarding and attendance within the upper school in conjunction with the DHT.
* To take an active role in conjunction with Headteacher, DHT and SLT in the leadership of teaching assistants roles, responsibilities and training.
* To have a significant and direct impact on the quality of teaching, learning and progress of all pupils, and in particular vulnerable pupils who may experience difficulties at any given time in their school career.
* The post-holder will support the Headteacher in ensuring that the school meets its statutory SEN and Safeguarding responsibilities.
* To lead on transition planning, and induction, for all pupils but especially those in Post 16.

Strategic Leadership:

1. To contribute to the development and implementation of school policies in order to secure high achievement and effective teaching and learning.
2. To take a role in the collaborative school improvement planning process and take a lead on delivering identified priorities.
3. To take a leading role in the collection and analysis of specific qualitative and quantitative data in order to inform whole school evaluation (SEF Document) and strategic planning (School Improvement Plan - SIP).
4. To take part in the monitoring and evaluation of teaching and learning.
5. To be accountable to the Headteacher, Governors and parents, for progress and improvement within the school and team.
6. To make evaluative judgements on initiatives undertaken by members of the upper school staff team.
7. To lead on the development and performance of Teaching Support Staff in upper school.
8. To support and manage the implementation of the behaviour policy for break times and lunchtime.
9. To line manage and lead all lunchtime staff for upper school.

Roles and Responsibilities:

1. To lead the whole school in the absence of the Headteacher, DHTs and other Assistant Headteachers.
2. To support the Senior Leadership Team in developing positive working relationships with and between all staff.
3. To assist in the appointment of staff as requested by the Headteacher.
4. To lead and assist with the development and evaluation of teaching and learning.
5. To manage the appraisal of the lower school staff team including directly appraising teaching staff.
6. To work with parents and carers in recognition of the equal partnership between home and school within a child’s education.
7. To take a lead role in reporting to the Governing body within the areas of responsibility.
8. To lead on the behaviour and conduct of children in the upper school.
9. To ensure that Community Cohesion and LOtC are development priorities of the wider curriculum in the school.
10. To take responsibility for safeguarding and inclusion within the school.
11. To monitor and oversee the continued update of the school website for all secondary classes.

Leading Teaching and learning:

1. To have regard for and actively promote the school’s teaching and learning policy.
2. To have an excellent knowledge and understanding of the key teaching and learning aspects across the school.
3. To have a good understanding of the levels of attainment across the school and how to plan lessons to meet these levels.
4. To coach, support and advise other colleagues in relation to safeguarding.
5. To support the teams in order to produce differentiated and inclusive lesson plans identifying learning outcomes and success criteria in which Teaching Assistants are fully engaged.
6. To utilise knowledge and understanding of new developments and initiatives when considering their impact on teaching and learning in the school.
7. To keep colleagues informed of new developments by leading team training and recommending external courses to the Headteacher.
8. To be aware of any CPD opportunities in order to develop professional expertise of the team.
9. To ensure that data is used effectively to further improve the quality of teaching and learning.
10. To ensure that data is used effectively in order to access adequate support for all children.

The Assistant Headteacher is responsible for liaising with:

* he Headteacher and Assistant Headteacher (Curriculum & Assessment Lead).
* The whole team, including Classroom and Specialist Teachers, Support Staff and any volunteers.
* School curriculum teams
* Governors
* The Local Authority and other schools
* External Advisors & Agencies
* Inspection Teams
* Parents

Person Specification

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| page3image1934504528 | Essential  | Desirable  |
| Qualifications  | Qualified teacher statusEvidence of leading numerous INSET activities as a provider  | Degree/post-graduate study  |
| Experience  | The Assistant Headteacher will have experience of: Teaching with the secondary phase and providing or leading educational needs across the full ability range, including those with additional needs. Strategic responsibilities in school leadership and management. School development and improvement planning. Leading and managing staff successfully. Working with Governors.  | In addition, the Assistant Headteacher might have experience of: Working in a variety of different schools.Active membership of the school management team. Leading an aspect of school improvement. Membership of the governing body as teacher representative.  |
| Knowledge & Understanding  | The Assistant Headteacher will have knowledge and understanding of: The role of the leadership group within the school.The principles and practice of primary education at Early  | In addition the Assistant Headteacher should have knowledge and understanding of: The interpretation of value-added information, to assist class teachers in pupil progress; raise-online and other assessment tracking system.  |

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|  | Years and Key stages 3 and 4. The assessment, recording and reporting of pupils’ progress and achievements in the context of both the broader curriculum and the statutory requirements of the National Curriculum. Current statutory safeguarding responsibilities of schools. The school’s role in effectively providing for the needs of all pupils, including those with additional needs. The OFSTED Inspection Framework.The process and importance of school self-evaluation. Whole-school issues and their implications for financial management. The principles and practice of community education.  | Bench-marking test results on a local and national basis.  |
| Skills  | The Assistant Headteacher will be able to: Show evidence of vision, initiative and leadership in managing change to enhance and raise standards. Support the work of colleagues and provide staff development, with an understanding of its relationship to performance management. Involve staff, parents, governors and other stakeholders in the process of establishing a clear set of shared aims,  |  |

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|  | objectives and values for the school. Listen and communicate effectively (both orally and in writing) to a variety of audiences. Work effectively as a member of the leadership team. Show strong interpersonal skills, responding appropriately to both adults and children. Have a clam approach and positive attitude to behaviour management.  |  |
| Personal Characteristics  | Ability to manage change sensitively Calm approachAbility to organise themselves and others ability to demonstrate initiative self-motivation  |  |