**Job Description**

**Assistant Head of School**

Job title: Assistant Head of School

**Salary:** L3-L7

Contract type: Full Time, Permanent

Reporting to: HOS, EHT

# Main purpose

The **Assistant Head of School**, under the direction of the HOS or EHT, will take a role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives

# Duties and responsibilities

# Leadership

Under the direction of the HOS or EHT:

* Support the HOS in the day-to-day management of the school
* Communicate the school’s vision compellingly and support the strategic leadership
* Lead by example, focusing on providing excellent education for all pupils
* Lead on particular whole-school strategies and policy areas
* Build positive relationships with members of the school community
* Keep up to date with developments in education
* Seek training and continuing professional development to meet own needs

Managing staff

Under the direction of the HOS or EHT:

* Assist with the selection and recruitment of new staff
* Performance manage identified staff, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance

Modelling best practice for teachers

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

Systems and processes

* Under the direction of the HOS or EHT:
* Maintain a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Be a proactive part of the MAT, working with all stakeholders

Other areas of responsibility

Assessment

* Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
* Plan and implement interventions for those pupils who are not progressing
* Keep up to date with accepted best practice in the field of assessment, and advising others about this
* Providing training and support for teachers and support staff on administering the assessment system effectively

Curriculum

* Lead the development, implementation and continual review of the curriculum both within the school and as part of a team for across the MAT to ensure that it meets the needs of our children. This may include, but is not limited to:
* Monitoring, leading CPD, supporting staff in planning
* Keep up to date with accepted best practice surrounding the curriculum, and advising others about this

Other responsibilities

The Assistant Head of School will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Head of School will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the HOS or EHT.