



## IFIELD SCHOOL

### JOB DESCRIPTION – ASSISTANT HEADTEACHER

<b>Title:</b>	<b>Assistant Headteacher (Director Secondary &amp; Pastoral)</b>
<b>Salary:</b>	<b>£52,414 to £57,934 (L12-L16)</b>
<b>Responsible to</b>	<b>Head of School/Executive Headteacher</b>

#### **Job Purpose**

- To carry out general and specific duties as set out by the National School Teacher's Pay and Conditions.
- To take a strategic view on the future of the school and helping to devise and monitor improvement plans based on secure evaluation of the school's strengths and areas for development.
- To collaborate with the Executive Headteacher, Head of School, Assistant Headteachers and Director of Finance and Resources in the leadership and management of the school.

#### **General**

The duties recorded here are to be undertaken in accordance with the provision of the current School Teachers' Pay and Conditions Document.

#### **1. Key Tasks**

- To be strategically responsible for pupils' personal development, behaviour and welfare, including the collation and analysis of records to secure continual improvement and improve pupils' welfare further.
- To lead the school's designated safeguarding team as the Designated Safeguarding Lead, thereby ensuring that the school's safeguarding practice continues to be exemplary.
- To oversee the strategic development of the secondary phase, including curriculum development, to secure strong outcomes for pupils.
- To support all leaders to continually raise the standard of teaching and learning throughout the school.
- To support leaders in ensuring that communication between staff is excellent and that staff well-being is prioritised.

## **Main Professional Duties**

### **2. Strategic Direction and Development of the School/Federation:**

To work with the Leadership Team to develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

- 2.1 To be strategic and rigorous in delivery of working together with the Executive Headteacher, Head of School, Governing Body, Leadership Team and federated schools to meet the highest standards and ensure the best pupil outcomes, setting challenging goals, continuously improving and adapting to changing circumstances.
- 2.2 Lead by example, provide inspiration and motivation, and embody for the pupils, staff, governors, parents and carers, the vision, purpose and leadership of the school
- 2.4 To take a leading role in School Improvement and the School Self Review process.
- 2.5 To work with the ICT & Network manager in the development of new and emerging technologies in ICT to enhance the learning experience of pupils.
- 2.6 Support, create and promote the ethos of the school/Federation.

### **3. Teaching and Learning**

- 3.1 To work with the Executive Headteacher, Head of School and Assistant Heads to secure and sustain highly effective teaching and learning throughout the school, assist in observing and evaluating the quality of teaching and learning, standards of pupils' progress and achievement, and use benchmarks to set targets for improvement.
- 3.2 Provide a professional role model, clearly demonstrating highly effective teaching, good organisation, high standards of progress and achievement and a consistent approach to behaviour management.
- 3.3 To be prepared to teach an approximately 20% timetable and to assist with the securing and sustaining of effective teaching and learning throughout the school.
- 3.4 Ensure that effective, appropriate pastoral support is available to pupils.
- 3.5 To be involved in whole school target setting through monitoring and evaluation, reporting on the standards achieved with particular emphasis on equality of opportunity.

#### **4. Leading and Managing Staff**

Take responsibility for specific aspects of the leadership, motivation, support, challenge and development of staff in order to secure improvement.

- 4.1 To be strong and unified, with the whole team founded on clarity of purpose, embracing full accountability for achievement, and a 'can do', innovative culture that distributes responsibility boldly and celebrates and rewards success.
- 4.2 To motivate and maximise the contribution and confidence of all team members to continuously improve performance and igniting the enthusiasm and ambition of students to learn and achieve to their full ability.
- 4.3 To lead and manage a team of colleagues in developing strategies to put agreed policy into practice
- 4.4 To work collaboratively with other adults and colleagues, including teaching assistants
- 4.5 Plan and deliver INSET informed by the performance management process and the school's self-evaluation.

#### **5. Efficient Deployment of Staff and Resources**

Work with the Leadership Team to effectively meet specific objectives in line with the school's strategic plan and financial context.

- 5.1 Work with governors and senior colleagues to recruit staff of the highest quality.
- 5.2 Work with Extended Leadership Team (ELT) to deploy and develop all staff effectively in order to improve the quality of education provided.
- 5.3 Assist in the setting of appropriate priorities for expenditure and allocation of funds ensuring effective administration and control.
- 5.4 Assist in the effective and efficient management and organisation of accommodation to ensure that it meets the needs of the curriculum and health and safety regulations.
- 5.5 Assist in the management, monitoring and review of all available resources, improving the quality of education, pupils' achievements, ensuring efficiency and value for money.

#### **6. Parents and Community**

Assistance with the maintenance of effective partnership with parents and carers to support and improve pupils' achievement and personal development.

- 6.1 To assist the Head of School in providing systems for advice and support to parents about their child's development
- 6.2 To lead and develop work with the local community to ensure that learning experiences for pupils are linked into the wider community.
- 6.3 To be engaging and collaborative, building effective relationships with colleagues, students, parents, other professions and the community.

## **7. Accountability**

Assist the Executive Headteacher and Head of School in accounting for the efficiency and effectiveness of the school to the governors, pupils, parents and carers, staff, local employers and the local community.

- 7.1 Provide information and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, efficiency and value for money.
- 7.2 Support staff in developing an organisation in which they acknowledge their accountability for the success of the school.
- 7.3 Assist in presenting a coherent and accurate account of the school's performance in forms appropriate to a range of audiences, including governors, the LEA, cluster local community, Ofsted and others, to enable them to play their part effectively.
- 7.4 Assist in ensuring that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution they can make to achieving their child's and the school's targets for improvement.

## **8. Priorities 2018/2019**

To sustain outstanding pupil outcomes at Ifield by ensuring that:

1. All pupils are safe from harm, and where possible, understand how to keep themselves safe.
2. All pupils develop positive behaviour and attitudes for learning in lessons and throughout the school day.
3. A robust and effective pastoral system is maintained.
4. Effective systems are developed to harness the views of young people
5. Pupils' independence is increased and they are prepared for transition.
6. EHCP outcomes are an integral part of planning and the delivery across the curriculum to ensure that individual pupil needs are met
7. Class teams can deliver effective teaching and learning throughout the year through the effective leadership and management of staffing.

**Signed:**

**Signed:**

**Executive Headteacher:**

**Name:**

**Date:**

**Date:**