Job Description		
Role title	**Typically reports to**	
Assistant Headteacher	**Headteacher or designated member of staff**	
JE code	**Grade**	**Date of profile**
N/A	**Leadership Spine**	**DD/MM/YY**

Purpose of the role (job statement)

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

The Assistant Headteacher will have delegated responsibilities which are both school- wide and of considerable weight. This will be in addition to carrying out the professional responsibilities of an Assistant Headteacher as set out in the School Teachers Pay and Conditions Document and to meet the core Professional Standards for Teachers contained within the Framework in the STPCD.

Assistant Headteacher duties

Play a major role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the school,
- Establishing the policies through which they are to be achieved,
- Managing staff and resources to that end,
- Monitoring progress towards their achievement,

If the Headteacher is absent from the school the Assistant Headteacher must undertake their professional duties to the extent required by the Headteacher/Governing Board.

Responsibilities

Core purpose and accountability

- Work in partnership with the Headteacher in order to fulfill the aims of the school,
- Be part of the senior management team, leading appropriate teams and projects to sustain success, standards and quality of curriculum provision,
- Take responsibility with the Headteacher for the discipline, general behaviour and welfare of the children,
- Assist in the supervision and welfare of staff and students,
- By example, provide and outstanding professional model as a classroom practitioner,
- Continue initiatives and generate enthusiasm amongst the staff in order to promote teamwork and a sense of purpose and job satisfaction,
- Perform such day-to-day managerial duties as may be required, for example, duty rotas, timetables, staff diary, staff notice board, school bulletin board etc.
- Be a performance management team leader,
- Provide assistance to the Headteacher in the organisation of programmes for staff development and inset in particular to assessment,
- Support the Headteacher in promoting good relationships with parents, governors, external agencies and the wider community by presenting a positive image of the school,
- Contribute towards the wider ethos and vision of the school,

- Implement school and authority policies,
- Ensure that there is no discrimination of gender or culture in any aspect of school life,
- Work in co-operation with staff as required and direct and supervise their work, oversee their planning and offer guidance on schemes of work,

Strategic direction/shaping the future

- Support the Headteacher in ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all,
- Demonstrate the vision and values of the school in everyday work and practice,
- Motivate and work with others to create a shared culture and positive climate,
- Assist the Headteacher in the ongoing and annual review of standards of leadership, teaching and learning in specific areas of responsibility and across all areas of school provision, consistent with the procedures in the school self-evaluation policy,
- Create development plans which contribute positively to the achievement of the school development plan and which actively involves all staff in its design and execution,
- Develop and implement policies and practices for the subject/area(s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies,
- Promote high expectations for attainment,
- Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility,
- Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning,
- Work with outside agencies and stakeholders to inform future action,

Leading Learning and Teaching, developing and enhancing the teaching practice

- Work with the Headteacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes,
- Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning,
- Develop whole staff, phase teams and individuals to enhance performance,
- Undertake coaching and mentoring,
- Plan, organise and deliver staff meetings, where necessary bringing in outside speakers,
- Keep abreast of the latest developments in the area and disseminate effectively to other members of staff, plan, delegate and evaluate work carried out by team(s) and individuals,
- Create, maintain and enhance effective relationships,
- Recruit and select teaching and support staff,

Accountability

- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DFE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Board (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others,
- Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets,

- Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulate key learning strategies,
- Provide guidance on a choice of teaching and learning methods/strategies
- Coach and mentor staff
- Model and demonstrate good practice
- Act as a consultant for other staff
- Develop and implement systems for recording individual pupils' progress
- Evaluate the quality of teaching and standards of achievement and establish areas for improvement,

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities,
- Operate at all times within the stated policies and practices of the school,
- Know subject(s) or specialism(s) to enable effective teaching,
- Take account of wider curriculum developments,
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct,
- Endeavour to give every child the opportunity to reach their potential and meet high expectations,
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils,
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school,
- Take part in marketing and liaison activities such as open evenings, parents evenings, review days and events with partner schools,
- Take responsibility for own professional development and duties in relation to school policies and practices,
- Liaise effectively with parents and governors,

Person Specification - Assistant Headteacher			
Area	**Criteria for Assessment**	**Requirement:** E = Essential D= Desirable **Assessment by:** A = Application I = Interview process R = Reference	
		E/D	**A/I/R**
Skills/ Knowledge/ Aptitudes	• Have confident use of ICT communication skills.	**E**	**I**
	• Have knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	**E**	**I**
	• Be confident in the whole school's self-valuation.	**E**	**I**
	• Have an up to date knowledge & understanding of the current national education agenda.	**E**	**I**
	• Have an understanding of how children & adults learn and effectively apply their learning.	**E**	**I**
	• Evidence of highly effective teaching in more than one year group.	**E**	**A/I**
	• Ability to lead and manage people to work both individually and in teams.	**E**	**I/R**
	• Ability to delegate and monitor effectively.	**E**	**I**
	• Evidence of assisting the Headteacher to initiate and manage change.	**D**	**I**
	• Ability to motivate and inspire by setting and following high standards.	**E**	**I/R**
	• Ability to deal sensitively with people to investigate, resolve problems and make decisions.	**E**	**I**
	• Ability to effectively communicate orally and in writing to a range of audiences.	**E**	**A/I**
Qualifications and Training	• Qualified Teacher Status.	**E**	**A**
	• Degree /PGCE or equivalent qualifications.	**E**	**A**
	• Further professional qualifications e.g NPQ	**E**	**A**
	• Evidence of CPD.	**E**	**A**
	• Ready to study further	**D**	**I**
Experience	• At least 5 years successful teaching experience in the primary and/or secondary age range.	**E**	**A**
	• Substantial knowledge and understanding of learning and teaching at relevant Key Stages.	**E**	**A/I**
	• Leadership experience in the primary and/or secondary age range.	**D**	**A/I**
	• Proven ability to manage staff.	**E**	**A/I**
Disposition	• Ambitious	**E**	**I**
	• Ability to engage actively in Performance Management and CPD.	**E**	**I**
	• Willingness to contribute to other areas of school life.	**E**	**I/R**
	• Adaptability to changing circumstances & ideas.	**E**	**I/R**
	• Reliable and trustworthy.	**E**	**I/R**
	• Resilient	**E**	**I/R**
	• Committed the demands of school leadership	**E**	**I/R**
	• Able to lead and be led as part of a wider team	**E**	**I/R**

Signature of post holder ..... **Date** ..../ /....

Signature of Headteacher ..... **Date** ..../ /....

Our school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an enhanced disclosure from the Disclosure & Barring Service.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.