



## **Assistant Headteacher – Job Description**

**Responsible to: Headteacher**

### **Purpose of the Post**

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in providing professional leadership for the school, working to establish a culture that promotes excellence, equality and high expectations, and gives every learner the confidence to succeed.

### **Specific Roles**

- Lead for development of Teaching, Learning & Curriculum
- Champion for potential high attainers / Talented pupils
- Lead 'learner' - advocate for classroom action research and the use of 'lesson study' approaches.
- Joint lead for Assessment
- NQT Induction manager / RQT development
- Co-ordinator for teacher trainees /student placements /volunteers
- Oversight of the 'House' system
- Co-ordinator for extra-curricular provision

The Assistant Headteacher will lead a subject across the school and provide support to new/developing subject leads.

The Assistant Headteacher will not normally have responsibility for a class, but will have a teaching commitment of up to 40%.

### **Duties and Responsibilities:**

#### **Strategic Direction and Development of the School**

- To ensure that the school vision is articulated clearly, shared, understood and acted upon by all stakeholders.
- To lead by example, providing inspiration and motivation, modelling the values and vision of the school in every day practice and work.
- To work alongside the Headteacher and other senior colleagues to create and implement a strategic plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increases teachers' effectiveness and secures school improvement.
- To work with the Headteacher and Deputy headteacher in setting, promoting and maintaining a high standard of behaviour and mutual respect throughout the school, ensuring all staff are motivated, trained and empowered to pursue these standards.

#### **Leading Teaching and Learning**

- To monitor, evaluate and review classroom practice and promote a wide range of relevant improvement strategies in the pursuit of excellence.
- To keep up to date with teaching and learning research, in order to support teachers in the development of effective classroom pedagogy.

- To work collaboratively with teachers to improve the quality of teaching and learning, through modelling, coaching and developing their self-evaluation skills in the classroom.
- To establish creative, enjoyable, responsive and effective approaches to learning and teaching, and to ensure that learning is at the centre of strategic planning and resource management.
- To work alongside the senior leadership team to implement a diverse, flexible and engaging curriculum.
- To implement a fair and effective assessment framework, and take joint responsibility for leading and managing assessment across the school with the DHT.
- To ensure a consistent and continuous school wide focus on pupils' achievement, using data and benchmarks to monitor progress and support every child's learning.
- To take particular responsibility for championing pupils who are potential 'high attainers' across the curriculum, ensuring appropriate opportunities for challenge and greater depth.
- To take an enthusiastic and strategic approach in the development of new technologies to enhance and extend the learning experience of pupils.
- To challenge underperformance and to work with the Headteacher and Deputy to ensure effective corrective action and follow-up.

### **Leadership and Management of Staff**

- To implement and sustain effective systems for the management of staff performance including specific responsibility for the induction of new teachers, NQT induction, RQT development, and target setting for teachers who support PPA provision across the school.
- Alongside the Headteacher and Deputy, provide the opportunity for high quality continuing professional development for staff based on assessment needs.
- To sustain the collaborative learning culture within the school and actively engage with other schools and agencies to build effective learning communities.
- To ensure that staff are well informed about aspects of school life in order to promote good communication and high morale.
- To take responsibility for developing, managing and reviewing their own personal development.

### **Securing Accountability**

- To be committed to the school working effectively and efficiently towards the academic, moral, social, emotional and cultural development of all its pupils, with a particular focus on provision for, and achievement of, potential high attainers.
- To work with teachers in order to foster an environment of self evaluation, personal development and improvement.
- To work with the Headteacher and Deputy to ensure that parents and pupils are well-informed about the curriculum, and that systems for keeping parents informed regarding pupil attainment and progress support them in contributing to their child's development.
- To work with phase leaders to monitor progress and secure high standards across the school.
- To support phase leaders with the process of pupil progress meetings with teachers, ensuring an appropriate focus on pupil progress, continual review and the impact of interventions.
- To reflect on personal contributions to school achievement and take account of feedback from others.

## **Managing the Organisation**

- To work with the Headteacher and Deputy to produce and implement clear, evidence-based improvement plans and policies for the development of teaching and learning.
- To use and integrate a range of technologies effectively and efficiently to support teaching and learning.
- To encourage and develop good teamwork and strong communication systems across the teaching team.
- To assist the Headteacher and Deputy in aspects of the day-to-day administration of the school.

## **Strengthening Community**

- To work with the Headteacher and Deputy in building and developing a school culture and curriculum which takes account of the richness and diversity of the school's communities
- To create and maintain an effective relationship with parents and carers in order to support and improve pupils' achievement and personal development, and work with teachers to ensure that parents are provided with appropriate information to enable them to support their child's learning.
- To promote partnership working with other schools, leading teachers and teacher advisors, sharing effective practice and promoting innovative initiatives.
- To ensure the school offers appropriate extended school services, including a wide range of extra-curricular opportunities.
- To support the continued development of the school 'House' system in order to strengthen community within the school.

**This job description may be amended at any appropriate time, following consultation between the Headteacher and Assistant Headteacher, and will be reviewed annually.**