

JOB DESCRIPTION: ASSISTANT HEADTEACHER



Leadership Scale: L11-15

RESPONSIBLE TO: Headteacher and Governing Body

Main purpose of the job

To assist the Headteacher and Deputy Headteacher with the leadership and management of the school in order to promote effective education for all children within the framework provided by the policies of the governing body and the Authority with regard to all statutory requirements.

Principal responsibilities

To fulfil the current conditions of employment and professional duties of Assistant Head Teacher as those set out in the current Teachers' Pay and Conditions document, the required standards for Qualified Teacher Status and other current legislation.

Main Duties

- Those duties listed in the current Teachers' Pay and Conditions document.
- To undertake any professional duties which may be delegated from time to time by the Head Teacher.
- To be an active member of the School's Senior Leadership Team (consisting of the Head Teacher, Deputy Head Teachers, Assistant Head Teachers and Business Manager)
- To play a key management/leadership role in School Improvement.
- To work with the Head Teacher, Deputy Head Teacher and Staff in the formulation and delivery of the School's Improvement Plan.
- Together with the Head Teacher, Deputy Head Teacher and Staff, establish and review school performance targets.
- To take responsibility for the planning, monitoring, delivery and raising of standards within the curriculum as a Team Leader, taking responsibility for areas relevant to that team e.g. curriculum or assessment.
- To assist the Head Teacher and Deputy Head Teacher in ensuring effective communication and liaison within the school.
- Ensure every effort is made to develop and maintain good relationships with parents, governors and community.
- To assist in the delivery of the school's professional development policy.
- To support the Head Teacher and Deputy Head Teacher in their role regarding discipline and pastoral care.
- To provide an outstanding professional model as a classroom practitioner.
- To contribute to governors' meetings on a regular basis.

Specific Leadership Responsibilities.

1) As a member of the Senior Leadership Team:

- to assist the Head Teacher, Deputy Head Teacher and governors in determining the long term strategic development of the school.
- to take responsibility for the implementation, monitoring and evaluation of key areas for development identified on the SIP.
- to take part in regular meetings with the Headteacher and SLT on whole school issues.
- to contribute to the SIP on whole school issues such as staffing, finance, buildings, resources and curriculum and monitor its implementation.
- to support the vision, ethos and policies of the school and promote high levels of achievement.
- to support the creation and implementation of the school strategic plan, especially as it relates to the team structure.
- to take a leadership role within the team and to take responsibility for appropriately delegated aspects of it.
- to support the evaluation of the effectiveness of the school's policies and developments and analyse their impact on raising standards.
- to deputise for the Deputy Head Teacher in his/her absence.
- To work with the Head Teacher and the SLT in developing the school extracurricular activities.

2) As a Performance Management Team Leader:

- to be a team leader for performance management in accordance with the School's performance management policy.
- to hold preview, monitoring and review meetings.
- to set performance objectives and review whether they have been met.
- to discuss professional development and carry out lesson observations in line with those objectives.
- to keep records of the above meetings and ensure that the Head Teacher has copies for school improvement purposes.
- to feedback to the Head Teacher and SLT on any training or development issues that arise from Performance Management.
- to respect confidentiality in the role of team leader.

4) As a Teaching and Learning Team Leader:

- to be responsible for leading a Teaching and Learning Team.
- to be responsible for the long term planning and strategic development of the curriculum, including the implementation of curriculum innovations.
- to raise standards in learning and teaching through rigorous reviewing, monitoring and evaluation of the quality of the curriculum and the development of Assessment for Learning, liaising appropriately with the Leadership Team.
- to support all staff in achieving the priorities and targets of the school.
- to assist the Head Teacher in undertaking and completing relevant aspects of the School's self evaluation, including the SEF form.
- to develop parental and community links, including working with the Parents' Association in organising events and ensuring effective communication with school.

Main duties and responsibilities as a Subject Leader/Member of Teaching and Learning Team

- To take an active part in the development and implementation of the School Improvement Plan.
- To formulate, plan and write, in consultation with other teachers, schemes of work and guidelines for their subject ensuring appropriate breadth, continuity and progression, learning objectives and strategies and assessment opportunities and ensuring that it is adequately resourced.
- To be responsible for resources (both consumables and hardware) undertaking regular audits and keeping centralised resources tidy and manageable.
- To complete an annual audit and subject plan.
- To be a consultant and advisor to colleagues, keeping staff aware of training opportunities and updating them with information.
- To monitor the subject throughout school following the School's Monitoring and Evaluation Policy and code of conduct and to feedback to staff.
- To remain up-to-date with current thinking and legislation about the subject.
- To liaise with relevant outside agencies.

Statement about Professional Development

The School is a learning organisation for all staff, as well as pupils, and seeks to promote professional development at every level, in accordance with the Performance Management Policy and School Improvement Plan.

This school/local authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Statement of other duties and responsibilities

Further duties and responsibilities may from time to time arise as required by the Head Teacher.

Re-negotiation

This actual duties of senior leadership roles are reviewed annually according to need and commensurate with the level of pay. We're looking for someone to add to our success and have some flexibility, which we acknowledge is a privileged position. However, for this role we would particularly welcome applications from candidates with significant SEND experience or those expressing a willingness to undertake the National Professional Qualification (NPQ) for SENCOs.

Customer Care

- To provide quality services that are what our customers want and need.
- To give customers the opportunity to comment or complain if they need to.
- To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to their distinct identity.
- To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation.
- To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Safer Recruitment

This School/local authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced disclosure from the Criminal Records Bureau.

Health & Safety

- To operate safely within the workplace with regard to Health & Safety legislation.

Confidentiality

- An acknowledgement of the need to maintain confidentiality at all times, & understand the protocols of the management & sharing of information.

Energy Efficiency

- To promote energy efficiency within your own area or activity.

Emergency Management Plan

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services & of support to the community. This could require working outside of routine working hours & could entail working from places other than your normal place of work.

N.B. Emergencies requiring activation of the Bolton Council Emergency Management Plan only occur very infrequently. If you are asked to respond to an emergency, your personal circumstances at the time will be taken into account.

Work Related Circumstances

The school and LA operates a 'Smoke Free' Policy.

Agreement

I have read the above Job Description and been consulted about its content as regards my role in School. I agree to the use of the Job Description until such time as further negotiation takes place.

Signed _____ **(Assistant Headteacher)**

Signed _____ **(Headteacher)**

Date _____

Person Specification

Assistant Headteacher

The person appointed will be expected to be familiar with and able to demonstrate the skills, qualities and attributes listed below.

Essential	Desirable	Method of Assessment
Catholic Ethos		
	Practising Catholic	Application Form/ Selection Process
Understanding of the distinctiveness of Catholic Education.		Application Form
Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the Catholic Education.		Selection Process
A commitment to sharing our fully inclusive values, embracing a trauma informed approach		Application Form/ Selection Process
Qualifications, Knowledge Experience and Skills		
Qualified Teacher Status		Application Form
Evidence of Recent and relevant CPD		Application Form
	Higher degree or management qualification relevant to the post e.g. NPQ for SENDCos	Application Form
Leadership and Management		
Experience of successfully managing a whole school project or initiative with tangible positive impact.		Application Form/ Selection Process
Minimum 3 years successful middle leadership experience in a secondary school or equivalent.		Application Form
	Evidence of senior leadership working.	Application Form/ Selection Process
Evidence of improving student achievement both on an individual and department/whole school basis.		Application Form/ Selection Process
Experience of leading successful performance management for teachers.		Selection Process
Ability to identify effective interventions to ensure pupils (individuals and groups) maintain good progress.		Selection Process
Ability to identify excellent classroom practice to enable teachers to improve, through		Selection Process

effective feedback.		
Uses CPD to motivate, enthuse and develop staff.		Selection Process
Ability to lead, improve and develop staff within key areas of responsibility.		Selection Process
Ability to coach and mentor staff.		Application Form/ Selection Process
Teaching and Learning		
Teaching across the ability range at KS3 and 4 and strategies used to maximise progress.		Application Form
Evidence of outstanding classroom teaching.		Selection Process
Evidence of using data effectively to raise pupil standards.		Selection Process
Evidence of using assessment tools to monitor teaching and learning.		Selection Process
Ability to identify effective interventions to ensure pupils maintain good progress.		Selection Process
Ability to lead and develop initiatives to secure high standards of education.		Selection Process
Ability to support senior and subject leaders, using data and other information gathered to improved teaching and the curriculum.		Selection Process
Successful outcomes in relation to Closing the Gap (particularly for PP and SEND learners) at a team or whole school level.		Selection Process
Securing Accountability		
Ability to support senior and subject leaders, using data and other information gathered to improve teaching and the curriculum.		Selection Process
Holds people to account for what they have agreed to deliver.		Selection Process
	Works effectively with the governing body to fulfil statutory duties.	Selection Process
	Provides relevant data to parents, governors and school partners.	Selection Process
Child Protection		
Is aware and able to manage effective CP policies and procedures.		Selection Process
Ability to deal with sensitive issues in a supportive and effective manner.		Selection Process
Knowledge of safe working practices with children.		Selection Process
Understanding of commitment to promoting and safeguarding the welfare of pupils.		Selection Process
Other Skills, Personal Qualities & Attributes		
	Manages the school's environment in line with health and safety regulations.	Selection Process
	Aspiration to grow as a leader to widen leadership influence -	Selection Process

	a future aspirant Headteacher.	
High level of oral, written and ICT skills.		Application Process/ Selection Process
Experience of using SIMS and other software packages effectively.		Selection Process
Excellent presentation skills (e.g. speaking to large groups of pupils, parents, staff, etc).		Selection Process
Integrity.		Selection Process
Self-motivated and able to motivated others.		Selection Process
Enjoys a challenge.		Selection Process
Completes projects to agreed deadlines.		Selection Process
Enthusiastic and optimistic.		Selection Process
Excellent problem solving/ analytical skills.		Selection Process
Self-awareness, knowledge of strengths and limitations.		Selection Process
Excellent role model for staff and pupils e.g. is punctual, committed, high standard of personal appearance.		Selection Process
Calm in a crisis and solution focused		Selection Process
A commitment to taking corporate responsibility and refusing to ever walk past a problem		Selection Process
Proactive team member.		Selection Process
A good sense of humour.		Selection Process