



Do everything in love (1 Corinthians 16:14)

Assistant Headteacher Job Description

The appointment is subject to the current conditions of employment of Assistant Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant Teacher Standards (2011) and National Standards of Excellence for Headteachers (2015).

JOB TITLE: Assistant Headteacher – L1 – L4

ACCOUNTABLE TO: The Executive Headteacher

The successful candidate must support the Executive Head in further developing our curriculum and linked assessment practices alongside playing a key role in safeguarding across our federation.

We need a leader who loves to develop the skills of others whilst setting high expectations for all in our schools.

MAIN PURPOSE:

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be an active participant of the Senior Leadership Team
- Assist the Executive Headteacher in the strategic leadership and management of the federation
- Assist the Executive Headteacher in the day to day organisation and management of the federation
- Support and/or represent the Executive Headteacher at meetings as and when required
- Undertake such duties as are delegated by the Executive Headteacher
- Play a major role, under the overall direction of the Executive Headteacher, in formulating and reviewing the Federation Improvement Plan, aims and objectives of the school by:
 - (a) formulating the aims and objectives of the school;
 - (b) establishing the policies through which they are to be achieved;
 - (c) managing staff and resources to that end;
 - (d) monitoring progress towards their achievement;

MAIN TASKS:

We have not identified a key area as we believe in getting the best candidate but previous leadership and management experience would be of interest but not essential (eg leading a core subject or key stage area of the school). We want to hear what skills and talents you



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could bring to our federation. The school will ensure you are provided with excellent training opportunities for any role that is undertaken.

1. Teaching and Learning responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the School's Class Teacher Job Description, including the provision of cover for absent teachers.
- 1.3 To be responsible for a specific class or age group of children to be decided on appointment.
- 1.4 To demand and demonstrate ambitious standards of achievement and attendance for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- 1.5 Demonstrate consistently excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to a rich curriculum opportunities and pupils' well-being.

2. The internal organisation, management and control of the federation

- 2.1 To have specific responsibilities (e.g for aspects of federation management or the curriculum) to be agreed upon appointment.
- 2.2 To contribute to:
 - Maintaining and developing the ethos, values and overall purpose of the federation
 - Formulating the aims and objectives of the federation and policies for their implementation
 - An improvement plan which will translate federation aims and policies into actions
 - Monitoring and evaluating the performance of the federation
 - Implementing NYCC's and the Governing Body's policies on equal opportunities for all staff and pupils in relation to sex, gender, race, disability and needs
 - The efficient organisation, management and supervision of federation routines
- 2.3 To assist in creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

3. Curriculum Development

- 3.1 To assist in, and to lead when appropriate or when requested to:
 - The development, organisation and implementation of the school's curriculum
 - School policies on curriculum, teaching and learning styles, assessment, recording and reporting
 - Ensuring that the learning and teaching provided by different schools and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals



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- Ensuring that information on pupil progress is used to improve teaching and learning to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers, and to aid Governors in their future management of the federation
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided
- The promotion of extra-curricular activities in accordance with the educational aims of the federation

4. Pupil Care

4.1 To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective induction of pupils
- The determination of appropriate pupil groupings
- The promotion among pupils of standards of conduct and a proper regard for our values and the encouragement of good behaviour

4.2 Develop effective relationships with fellow professionals, colleagues in other public services, parents/carers to improve academic and social outcomes for all pupils

4.3 Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.

5. The management of staff

5.1 To participate in the recruitment and deployment of teaching and non-teaching staff of the federation

5.2 To actively contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of staff in school

5.4 To implement and develop staff development policies in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison within the federation and other interested or involved persons or bodies

5.6 To maintain good relationships with individuals, groups and staff unions and associations

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedures concerning



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resource management

- 6.2 To allocate, control and account for those financial and material resources of the school as are delegated by the Executive Headteacher
- 6.3 To promote a whole school environment which stimulates learning and enhances the appearance of each school
- 6.4 To participate in the arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of Health and Safety
- 6.5 To maintain effective working relationships with external agencies and services contracted to the federation and the Local Authority

7. Relationships

- 7.1 To advise and support the Governing Board as required in the exercising of its functions including attending meetings and making reports
- 7.2 To assist with the liaison with co-operation with Local Authority Officers and support services
- 7.3 To promote and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education
- 7.4 To assist in liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development
- 7.5 To assist in liaison with other professional bodies, agencies and services
- 7.6 To develop and maintain positive links and relationships with the community, local organisations and employers
 - To promote a positive image of the federation
 - To ensure that the federation plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community
- 7.7 Create outward-facing schools which work with other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Assistant Headteachers.



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