



## **JOB DESCRIPTION**

**Job Title:** Assistant Headteacher

**Responsible to:** Headteacher

**Grade/Pay Range:** L13-17

### **Job Purpose**

The core purpose of the post is to assist the Headteacher in leading the school to achieve its strategic plans and implement the school vision and School Improvement Plan (SIP). All members of the Leadership Team should be learning- centred ensuring all stakeholders reach their potential working in a high challenge, low threat way, be focused on sustainable leadership and reflect the highest possible professional standards including the health and safety of all stakeholders whilst in the school's care.

All teachers at Heathcote School are expected to uphold the school vision and ethos on a daily basis through their professional conduct.

All teachers' job descriptions define the responsibilities of the postholder as being:

- Under the reasonable direction of the Headteacher to carry out the professional duties of a school teacher as set out in the School Teachers' Pay & Conditions Document (STPCD)
- To comply with Health and Safety at Work Legislation

This job description is not a comprehensive definition of the post. It will be reviewed on a regular basis and it may be subject to modification or amendment at any time. The specific roles of the Assistant Headteachers may be adapted. All SLT members will be expected to comply with any reasonable requests from the Headteacher or Governors to undertake work that is not specified within this job description

**As an Assistant Headteacher, you are expected to:**

### **Strategic Leadership**

- Support and assist the Headteacher in leading and managing the school
- Be responsible for implementing the health and safety policies of the school
- Ensuring that safeguarding and child protection are paramount in the roles and awareness of each member of staff
- Role model the school vision and values on a daily basis and maintain the highest professional standards
- Provide clear strategic direction for the school that achieves the highest quality educational provision

- Deliver at least good provision for the area of the Ofsted framework you are responsible for
- Ensure that the school benefits from a rigorous self-evaluation framework that substantially contributes to raising standards
- Play a key role in quality assurance and supporting the Monitoring, Evaluation and Review (MER) processes to support self-evaluation and drive improvement.
- Keep under review the work and organisation of the school and monitor and evaluate the effectiveness of it, challenging leadership at all levels
- Line manage and oversee appraisal your school improvement team of middle leaders and other staff ensuring they are driving the school improvement plan and are flourishing in their roles
- Engage parents and the community to support and work with the school to drive improvement

### **Learning and Teaching**

- Be an outstanding teacher
- Motivate the staff and pupils to have a shared culture of ambition consistent with the school's commitment to encourage, challenge and succeed
- Recognise and encourage the talents of staff and pupils
- Promote a culture of high challenge and low threat in staff and pupils to foster independence and personal development recognising success and challenging and supporting where there are areas for development
- Role model and coach others (staff and pupils) into effective models of leadership
- Play a lead role in the development of teachers and other staff
- Contribute to a highly tangible culture of shared learning which encourages risk taking and stretching and challenging pupils in every lesson
- Embrace and develop appropriate pedagogy which enables staff to develop new skills
- Ensure that staff are consistently supported to be at their best, by contributing to induction, to continuing professional development
- Ensure consistent practices are developed across the school and across departments
- Develop and maintain a curriculum which enables outstanding learning and life chances for pupils. A curriculum that is both romantic and rigorous.
- Working with other local schools to develop and reflect on our practice and, in return, support other schools where appropriate

### **Behaviour, Safety and Outcomes**

- Maintain a secure, caring, welcoming, happy, stimulating and challenging learning environment
- Ensure high standards of behaviour for learning and drive improvement of whole school behaviour through the Behaviour Policy ensuring consistent approaches
- Have high expectations and lead by example
- Promote the well-being of all staff and ensure workload is manageable enabling staff to grow and flourish

### **Other Key Roles of Assistant Head**

- Ensure that guidance and support is provided to all pupils
- Report to Governors as required
- Ensure that staff work within the schools policies, and lead on HR issues where directed by the HT
- Perform supervisory duties around school

### **Specific responsibilities in the first instance – Pupil Experience. This will be reviewed after year one so flexibility is important.**

The key responsibility of this post is to ensure that all pupils' holistic experience at the school is the best it can be by developing a number of areas to improve pupil and parent buy in and ensure a rich and wide curriculum unique to our school enriching the life experiences of pupils. There has been some excellent work that has started in these areas prior to the current lead taking maternity leave.

The post holder needs to continue to enable and empower pupils from all key groups to **work** in partnership with staff towards shared School Improvement Priorities and the development of the Pupil Council, prefects and pupil leadership across the school is a key part of this role. You will work within a team lead by a Deputy Headteacher. This is a new role and an opportunity to have real impact on a school and the life chances of our pupils.

- Improve and develop extra-curricular opportunities for pupils both in and out of school and monitor these by key groups ensuring equality of opportunity
- Introduce a pupil passport to ensure a minimum set of experiences for all pupils
- Manage and ensure delivery of a high quality careers and work experience provision for pupils both in and out of the classroom that meet the Gatsby benchmarks and ensure staff roles in this areas are clear
- Establish effective links with business and community providers where appropriate to support pupil learning and bring innovative ideas and support to the school
- Ensure high quality PSHCRE provision across the school which has a positive impact on behaviour and safety outcomes
- Keep up-to-date with new and current learning and teaching initiatives and disseminate appropriately in school
- Be responsible for developing associated areas of the website is kept up to date and to develop an online learning forum for pupils
- Deliver CPD as and when appropriate
- Ensure all pupil experiences in careers, work experience and other cultural capital experiences are tracked and monitored to ensure equality of experience and take action to narrow the gaps
- Contribute to the development of the 14-19 curriculum and specifically to lead on the post-16 curriculum offer; to ensure there are appropriate progression routes for pupils at all levels and the widest curriculum offer possible
- Keep abreast of associated developments in Waltham Forest, pan-London and nationally as they affect pupils and disseminate information and ideas for curriculum innovation, as appropriate
- Develop and lead the vision for pupil leadership in the school in all areas. This includes managing pupil leadership (11-18), selection and training of pupils and quality assuring the processes. This includes prefects, Head Boy and Girl (both at KS4 and 5) and a Pupil Council.

- Ensure effective pupil and parent voice at key stages of the school quality assurance processes
- Work with the Headteacher to improve the school's reputation in the community
- Continue the strategy for engaging with parents including a Parent Council enabling parents and carers to be more involved in a positive way in their child's learning
- Manage the Jack Petchey award scheme and look for similar opportunities to enrich the experiences and lives of our pupils
- Work with the Headteacher to ensure communication with stakeholders is exemplary
- Ensure high standards of behaviour for learning and drive improvement of whole school behaviour through the Behaviour Policy ensuring consistent approaches
- Support a year group in conjunction with the Head of Year
- Manage and lead a team of staff in associated areas
- Manage the effective deployment, use and care of budgetary and physical resources
- Represent the school on appropriate task groups and committees

**Specific responsibilities for all teachers:**

- Teaching high quality lessons that are secure or better under the school's self-evaluation process
- Teaching with due regard to current Health and Safety legislation.
- Planning and preparing schemes of learning and lessons.
- Teaching the full range of KS3, KS4 and KS5 classes according to their educational needs, the pupils assigned to her / him, including the setting and marking of work to be carried out by the pupil in the school and else-where.
- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her / him.
- Advising and co-operating with the Headteacher and other teachers, as well as other adults providing in-class partnership teaching, on the preparation and development of courses of study, teaching materials, teaching programmes, schemes of learning, methods of teaching and assessment and pastoral arrangements.
- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements. Participating in administrative and organisation-al tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.
- Taking such part as may be required of her / him in the review, development and management of activities, relating to the curriculum, organisation and pastoral functions of the school.

**Appraisal & Continuous Professional Development:**

- Ensuring adherence to the Teacher and or relevant Leadership Standards
- Participating in any arrangements within an agreed national framework for the appraisal of her / his performance and that of other teachers.
- Reviewing from time to time her / his methods of teaching and programmes of work.
- Participating in arrangements for her / his further training and professional development as a teacher.

- In the case of a teacher serving an induction period pursuant to the Induction Regulations, participating in arrangements for her / his supervision and training.
- Working towards meeting appraisal targets and relevant standards where relevant.
- Undertaking any reasonable direction from the Headteacher.
- Adhering to the staff professional code of conduct as developed collectively by staff
- Complying with the school's Health and Safety Policy and undertaking risk assessments as appropriate
- Checking emails on a daily basis to keep up to date with issues communicated within the school.

**All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.**

We show respect by:

- Listening to what others have to say
- Thinking about our body language and demeanour
- Praising in public and challenging in private
- Working within an ethos of high challenge and low threat

We show responsibility by:

- Being proactive
- Keeping to deadlines
- Being consistent
- Being on time
- Doing our jobs to the best of our ability
- Offering help and support to others when needed
- Always being ambitious and solution-focused

We show integrity by:

- Owning up to mistakes
- Being open, reflective and honest
- Having a culture of no blame
- Doing the right thing even though it may be difficult
- Treating everyone equally

## CONFIRMATION OF JOB DESCRIPTION

**POST:**           **Assistant Head**

**NAME:**

I confirm that I have read this job description and person specifications

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

The job description is current at the date below but will be reviewed on an annual basis and, in consultation with you, may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

### **Signatures:**

Signed.....  
(Teacher)

Date .....

Signed.....  
(Headteacher)

Date.....