



<b>Job Title</b>	Assistant Headteacher
<b>Primary Responsibility</b>	Teaching and Learning
<b>Salary range</b>	Leadership pay scale 15-19

Members of the Headship Team are responsible for the development and implementation of strategic planning in order to ensure that students make outstanding progress and attainment.

- Job Purpose** To work closely with, and support, the Headteacher and Leadership Team to ensure continued school improvement in key aspects of the school:
- Promoting the core values of school.
  - Shaping the future of the school.
  - Leading teaching and learning.
  - Promoting strong behaviour for learning.
  - Building a professional learning community.
  - Managing the organisation of the school.
  - Securing accountability.
  - Strengthening community.

### **Line Management**

Responsible to: Deputy Headteacher.

Liaison with: All internal and external stakeholders who contribute to the effective delivery of the duties and responsibilities of the post holder.

Responsible for: Directors of Faculty.

*The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to annual review, after consultation, at the request of the Headteacher or post holder.*

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## **Shared Senior Leadership Responsibilities and Duties**

1. To ensure ongoing school improvement.
2. As part of the senior leadership team to:
  - 2.1 Set and maintain clear expectations for staff and students.
  - 2.2 Be consistent in upholding agreed principles and practices.
  - 2.3 Be approachable and enable two way communication.
  - 2.4 Recognise success in achievement and development.
  - 2.5 Challenge unacceptable performance.
  - 2.6 Inspire others through a positive and enthusiastic approach.
3. To ensure effective action planning in realisation of the School Development Plan.
4. To integrate the use of the Self Evaluation Form as a diagnostic and planning tool.
5. To work with designated leaders in monitoring, supporting and reviewing self-evaluation.
6. To maintain links with relevant external agencies.
7. To advise the Headteacher and Leadership Team on matters related to areas of responsibility.
8. To support the implementation of school policy regarding performance management.
9. To manage any given budget in line with school policy, practice and procedures.

## **Specific Responsibilities and Duties**

Ensure school improvement by enhancing the quality of teaching and learning across the school:

- Implement, monitor and review all policies relating to teaching and learning.
- Identify whole school training and development priorities
- Develop, implement and monitor staff support and coaching programmes
- Implement, monitor and review systems for evidencing the quality of teaching and learning across the school in order to raise standards

Ensure consistent approach to teaching and learning across faculties:

- Manage the curriculum calendar
- Manage the Curriculum Leaders' shared resources & toolkit
- Monitor the effective use of the toolkit with the other directors

Development of teaching and learning across faculties:

- Coordinate Quality Assurance Programme across the school
- Manage the faculty CPD programme
- Plan and implement whole school CPD projects through working groups and INSET day sessions
- Ensure an effective programme of faculty reviews
- Ensure effective implementation of PiXL & EEF strategies and resources across faculties

Coordinate INSET days.

Ensure the effective provision of home learning across all faculties.

Arrange appropriate new staff induction.

Coordinate student recognition to promote learning and recognise achievement:

- Oversight of a systemic approach to recognition of achievements in learning.
- Organise GCSE and A-Level prize evenings to celebrate learning.