

JOB DESCRIPTION

POSITION:	Assistant Headteacher
REPORTS TO:	Headteacher
LOCATION:	Heathermount School or such other place as the school may reasonably require.
PAYSCALE	Salary from £52,700 - £58,017 (including Fringe) depending on qualifications and experience.

MAIN PURPOSE:

- To support the Headteacher's overall leadership, contributing to the development and management of teaching and learning of all students; to have pastoral responsibility for a school phase (e.g., Secondary and Post 16). You will be expected to teach within the secondary / Post 16 Department and be a leading practitioner, demonstrating high standards of professional practice, autism understanding and the promotion of high-quality teaching and learning.
- To support the Headteacher and the deputy, to ensure that the vision and values of the school are met and to ensure that the school provides the best possible education and development for all our students.
- To establish and develop excellent working relationships with the school's middle managers and other school leaders.
- Discretionary issues to be referred to the Headteacher (and to the Governing Body where applicable).
- To perform the role of a Deputy Designated Safeguarding Lead (DSL) within the school's Safeguarding Team and to follow the school policies and guidelines.

MAIN TASKS AND RESPONSIBILITIES

- Support the Headteacher, Deputy Headteacher and governors in promoting and developing a vision for the future of the school, demonstrating inspirational leadership and creativity.
- Play a significant role in the school improvement and planning process, taking account of the agreed priorities of the school and reflecting specifically on personal areas of responsibility.
- Contribute to the identification of key areas of strength and weakness in the school with detailed reflection on day-to-day working knowledge of the school's policies and practices.
- Exemplify the application of agreed policies, priorities, and expectations, to set a good example to colleagues and students,
- Develop and enhance a culture of teamwork and learning, in which views of members of the school community are valued and considered.

- Contribute to the self-evaluation of the school.
- Maintain a high profile as an example of outstanding teaching and leading practice within the classroom and foster the high expectations to which the school aspires.
- Lead, develop and monitor transitions between phases in partnership with the Head Teacher and Deputy Head Teacher.
- Develop effective links with local colleges and other providers to aid transition and enhance the curriculum offer.
- Take the lead for curriculum development and curriculum/subject monitoring in the Secondary and Post 16 Department.
- Share responsibility for the analysis of key school performance data to ensure priorities are appropriate and improvement in standards is constantly promoted.
- Contribute to effective timetabling, which meets and responds to the needs of the students within the statutory frameworks available.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Actively include students to further enhance their learning opportunities and personal development.
- Support the target setting process, including statutory procedures and targets for individual and groups throughout the school.
- Implement strategies to promote high standards of behaviour.
- Contribute to the monitoring and evaluation of student outcomes, achievements, and progress (including academic and non-academic indicators).
- Demonstrate a commitment to positive behaviour management throughout the school acting as a restorative practice facilitator.
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Make a distinctive contribution to the wider school team and continued development of Heathermount.
- Contribute to the development of collaborative approaches in learning within the school and beyond.
- Contribute to the monitoring of the effectiveness of colleague's teaching and wider professional impact and report evaluation to the Head Teacher.
- Lead, manage and organise meetings as appropriate in support of the school's aims.
- Set high expectations for your own performance and that of others.
- Engage in relevant professional activity as necessary.
- Manage the day-to-day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Develop, lead, and monitor action plans in specified areas of responsibility, to bring about improvements.
- Contribute to the regular evaluation of the use of resources in relation to the quality of education of the students and value for money (including the Pupil Premium grants).
- Ensure that equal opportunities for students and staff are effectively promoted.
- Work alongside the Head Teacher to secure improvement through Performance and absence Management taking responsibility as a line

manager of identified staff, in line with the school agreed policies, procedures and induction schedules.

- Support staff in understanding their own accountability and develop approaches to its review and evaluation.
- Work in partnership with the Head teacher and Deputy Head Teacher to use a range of data sources to set realistic yet challenging targets for students, analysing outcomes for individuals and groups. Use this information to implement appropriate curriculum pathways and intervention programmes and identify priorities for the annual School Development Plan (SDP).
- Contribute to the reporting of the performance of the school to families, governors, and other key partners as necessary.
- Support the development of the school within the school and the wider community strengthening partnerships with other schools and series thus promoting community cohesion and establishing a range of inclusive links with partners.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Evaluate and enhance the development of a curriculum which provides students with personalised and appropriate opportunities to enhance their learning within the wider community.
- Promote and model good relationships with families which are based on partnerships to support and improve students' achievement, involving the families as true partners in the education of their children.
- To undertake any other duties as may from time to time be specified by the school, that is within the level and responsibility appropriate to the grade of post.

To undertake, any reasonable travelling requirements, to fulfil the tasks and responsibilities of the role.

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Participate in regular support, appraisal, and review meetings with line management.
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role.
- Attend and participate in regular team and other meetings, both internal and external.

POLICIES AND PROCEDURES

- The post holder will be expected, always, to be familiar and comply with the written policies, procedures, and guidelines for good practice, issued by the school.
- Ensure the Health & Safety policy and procedures are always adhered to supporting the School Business Manger with ensuring these are implemented across the secondary departments and throughout the school.
- Take personal responsibility for own health and safety and report incidents and potential hazards as necessary.

CHILD PROTECTION

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

ETHICS AND CONFIDENTIALITY:

The school operates in a constantly changing environment and as such work priorities and objectives may change. The school reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff members name: _____

Signature: _____

Date: _____