

Assistant Headteacher

Job Purpose

The Assistant Headteacher is expected to undertake all the professional duties of a teacher, under the terms and conditions specified in the Academy Teachers' Pay and Conditions Document and under the reasonable direction of the Headteacher.

In fulfilment of all responsibilities and duties, the Assistant Headteacher must show a commitment to the aims, policies and ethos of the academy, and strive to maintain these through personal conduct and effective relationships with colleagues and Learners.

The Assistant Headteacher, under the direction of the Headteacher, will take a role in:

- Formulating the aims and objectives of the Academy
- Establishing policies for achieving these aims and objectives
- Managing staff and resources effectively
- Monitoring progress towards the achievement of the Academy's aims and objectives

The successful candidate must possess excellent communication and personal skills and be able to build supportive and trusting relationships with students, families and colleagues and be committed to delivering learning to young people with special educational needs in a creative, inspiring and innovative manner. The successful candidate will have a timetabled teaching commitment within the academy.

The Assistant Headteacher may also be required to undertake specific responsibilities as delegated by the Headteacher. Every Senior Leader has a list of specific responsibilities such as curriculum, pupil premium, health and safety, behaviour management, etc.

All specifications and duties of the Assistant Headteacher can be reviewed at any time and amended with consultation with the post holder and under the approval of the Headteacher.

Leadership

- Support the Headteacher and the Deputy Headteacher in the day-to-day management of the academy.
- To be an active member of the academy leadership team through collaborative leadership designed to secure the achievement of the academy strategic priorities.
- Communicate the academy's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all Learners
- Lead on particular whole-academy strategies and policy areas
- Be committed to own CPD and development of leadership skills and own professional training in the field of SEND, including research into practice.
- Be committed to partnership working both in and out of school to raise standards and outcomes for all people linked to the school community and beyond.
- Keep up to date with developments in education

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the Academy, developing confidence and skills in others
- Supporting other Academies under Thrive Educational Partnership when required by the Headteacher.
- Support the Headteacher and Trustees in establishing an ambitious vision and ethos for the future of the academy
- Play a major role in the Academy Improvement Plan and Academy Self-Evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the Academy community where all views are valued and taken into account

Management duties

- Assist with the selection and recruitment of new teaching or non-teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Commit to their own professional development, proactively identifying development opportunities
- Ensure that staff are supervising learners effectively during break time and lunchtime duties
- Contribute to the reporting of the Academy's performance to the Academy's community and partners
- Promote and protect the health and safety welfare of Learners and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy

Systems and Processes

- Ensure that the academy's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all Learners and staff, focused on safeguarding Learners and developing exemplary behaviour practice
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the board of Trustees and LGB as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Analysing whole-academy data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies
- Contribute to regular reviews of the academy's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication

- As appropriate and under the leadership of the Head teacher, undertake activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, investigations, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the academy
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the academy

Strengthening community

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the academy offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other academies and external agencies

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task may not be identified. All staff may be required to undertake other such reasonable duties as may be required in line with the grade of this post.