



JOB DESCRIPTION: ASSISTANT HEADTEACHER

Post: Assistant Head Teacher

Responsible to: Head Teacher

Grade: Leadership group 6 to 10

Contract: Fixed one-term

PURPOSE OF THE POST

- To work in partnership with the headteacher and the deputy headteacher in the strategic leadership and development of our school in accordance with its shared values and school development plans.
- A leader of teaching and learning and a key person in the senior leadership team.

KEY ACCOUNTABILITIES: To fulfil the professional duties as specified in the Teachers Pay and Conditions Document with respect to teaching and the role of the Assistant Headteacher.

DUTIES AND RESPONSIBILITIES

1. Be a member of the senior leadership team.
2. The Assistant Headteacher will be non-class based with regular teaching responsibilities.
3. The Assistant Headteacher will take responsibility for ensuring the best curriculum offer, provision, wellbeing, progress and achievement for all children.
4. To share in assessing the needs of the school, promoting development, monitoring and evaluating progress for pastoral support and parental involvement.
5. With the senior leadership team take a lead on implementing effective change where it is identified as a need.
6. Inspire, motivate and challenge staff in order to maintain consistently high expectations.
7. Model the highest level of personal and professional conduct throughout the whole school community.
8. Lead in the development, implementation and promotion of whole school policies in order to ensure consistency, continuity and progress throughout the school.
9. Assist in the preparation and review of school documents available to staff e.g. staff handbook.
10. Participate in curriculum development and monitoring throughout the school.
11. Lead the development and review of curriculum areas alongside subject leaders.
12. Share in the responsibility for day to day organisational duties.
13. Foster excellent communication and good relations with children, staff, parents, governors and the wider community.

14. Be involved in the recruitment procedures for teaching and non-teaching personnel.

15. To take responsibility in the following areas:

- Deputy Designated Safeguarding Lead and support for vulnerable families
- To support, develop and enhance teaching to secure consistently excellent practice
- Develop innovative and leading- edge practice and model this for others through mentoring and coaching
- Personal development, behaviour and welfare
- Teaching, learning & assessment
- Whole school overview including class tracking and pupil progress reviews
- Appraisal of agreed staff
- Supporting the legal requirements around standards, testing and assessment
- Transition where relevant
- Report to the governing body when required.

This is not necessarily a comprehensive definition of the post and may be subject to modification and amendment. There may be situations where the post holder may be required to undertake other duties within the school at the discretion of the headteacher but within the level of responsibility of the current job description.

All schools and services in Haringey are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Haringey are expected to share this commitment.

GENERIC RESPONSIBILITIES FOR MEMBERS OF THE SLT:

STRATEGIC DIRECTION

- Develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all.
- Take part in the cycle of self-evaluation, improvement planning, monitoring and review.
- Act as a key driver of development, change and improvement.
- Take the lead role in developing and implementing a number of whole school improvement areas.
- Lead and inspire others to make an impact on the educational progress of all students.
- Act as an excellent role model to promote the school's ethos and vision both within school and to our wider community.
- Motivate and work with others to create a shared, high-expectation culture and positive climate.
- Ensure creativity, innovation and other transformational activities raise standards across the school.
- Communicate well with all stakeholders to secure the success of new initiatives.

LEARNING AND TEACHING RESPONSIBILITIES

- Ensure that all pupils have equality of opportunity and can work to their optimum.
- Ensure a consistent and relentless school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Lead, develop and enhance the teaching practice of others.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching in all areas of the curriculum.
- Implement strategies which ensure high standards of behaviour and attendance.
- Monitor, evaluate and review standards of teaching and learning and promote improvement strategies.
- Directly line manage, support and review the work of a number of areas of the curriculum.
- Challenge under performance at all levels and ensure effective corrective action and follow-up.

PROFESSIONAL DEVELOPMENT

- Build capacity amongst staff to deliver and sustain the highest quality outcomes.
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence.
- Take a lead role across the school in ensuring that staff CPD needs are both identified and supported.
- Create opportunities at all levels within the school for shared leadership and the conditions for effective team working, ensuring the development of effective working relationships with others.
- Coach and support the development of leadership and management skills in others.
- Undertake the appraisal for key middle leaders and ensure they are equipped to be properly accountable for the performance of their team members.
- Develop and lead INSET linked to the post holder's areas of whole school leadership.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Develop and maintain a culture of high expectations for self and for others.

- Regularly review own practice, set personal targets and take responsibility for own personal development, including maintaining an up to date knowledge of educational initiatives, developments and legislation.

MANAGEMENT RESPONSIBILITIES

- Support the headteacher and deputy head in recruiting and deploying staff appropriately and assisting in managing their workload to achieve the vision and goals of the school.
- Deputise, when required, for other members of the senior leadership team and assist other members of the school's wider leadership group as appropriate.
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork.
- Ensure that operational systems relating to teaching and learning, health and safety, pupil welfare and safeguarding are implemented and working effectively.
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice.
- Undertake specific, significant roles in the leadership and management of the school.

HOLDING OTHERS TO ACCOUNT

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible.
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately.
- Contribute to the monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings.
- Contribute to the relevant sections of school self-evaluation and improvement planning.
- Report to the headteacher and governors regularly and attend governor meetings and various committees as directed.

COMMUNITY RESPONSIBILITIES

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development.
- Develop communication both within the school and the wider community.
- Build a school culture and curriculum which reflect diversity and promote positive strategies for challenging discrimination of any kind.
- Ensure learning experiences for students are linked to and integrated with the wider community.
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.

OPERATIONAL RESPONSIBILITIES FOR ALL MEMBERS OF THE SENIOR LEADERSHIP TEAM

- Share the day-to-day operational running of the school, dealing with issues of school management, including staff and pupil management, contact with parents and other agencies.
- Provide a proactive, visible presence around the school at breaks, lunchtime and after school.
- Ensure effective and proper communication with staff and respond to staff concerns appropriately.

- Take school assemblies and attend meetings as required.
- Support the extra-curricular life of the school, in particular by attendance at events where possible.
- Carry out specific tasks and projects as required from time to time as a result of school or external initiatives.
- Model the behaviours and attributes as laid out in the person specification document.

June 24