



Rowan Schools

Assistant Headteacher Job Description

Job Title: Assistant Headteacher

Accountable to: Headteacher

Main Purpose:

To support the Headteacher in creating, establishing and managing the aims and objectives of the School, in partnership with pupils, staff, governors and parents

The Assistant Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the Senior Leadership Team
- Assist the Headteacher, Deputies and Governors in determining and managing a whole curriculum, in accordance with the abilities and needs of the pupils
- Assist the Headteacher and Deputies in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement and the aims and objectives of the school by:
 - Establishing the Policies through which they shall be achieved
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.

Main Tasks:

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities:

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description.
- To be responsible for teaching across specific key stages.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- formulating the aims and objectives of the school and policies for their implementation
- to contribute to planning improvement which will translate school aims and policies into actions
- implementing the Local Authorities and Governing Body's policies
- the efficient organisation, management and supervision of school routines
- To lead Team Teach training and monitor practise throughout the year, providing support and advice where needed
- To be a Deputy Safeguarding Lead

Curriculum Development:

• To contribute to:

- The development, organisation and implementation of the school's curriculum
- To working closely with all leaders to ensure the curriculum is regularly reviewed and revised to meet the needs of learners
- school policies on curriculum, teaching and learning, assessment, recording and reporting
- ensuring that the learning and teaching provided by subject Coordinators and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
- Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided

Pupil Care:

• To be responsible for the line management of specific areas.

To Contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance
- The effective transition of pupils
- The determination of appropriate pupil groupings
- The promotion of strategies to support behaviour management
- Lead on extending opportunities within the local and wider community
- The development of culture of independent learning

The management of staff:

- To be responsible for the line management and appraisals of teaching and non-teaching staff.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers and non-teaching staff.
- to play a major role in supporting professional development of staff, to promote high quality teaching and learning

Relationships:

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Signed: _____ **(Assistant Head Teacher):**

Signed: _____ **(Headteacher):**

Date:

This job description should be read in conjunction with the current School Teachers Pay and Conditions Document. Following consultation's the areas of curriculum responsibilities and the specified class group may be changed depending on the needs of the school.

Person Specification

Attributes	Rating	Evidence
<u>Qualifications</u> • Qualified teacher status. • Evidence of appropriate professional development and a willingness to undertake relevant additional qualifications. • NPQSL or other appropriate leadership qualification. • Relevant in-service training during the last three years. • Safeguarding training. • Other relevant qualifications.	E E D E D D	A, I A, I A, I A, I A, I A, I
<u>Knowledge and Understanding</u> • Have a clear understanding of the needs of all pupils, including those from vulnerable groups. • Understand how to lead and manage a whole school behaviour management system. • Effective leadership skills and strategies. • Strategies to lead, manage and motivate staff. • National/local educational priorities/developments and their impact on school. • Commitment to equal opportunities.	E E E E E E	A, I A, I, T A, I, P A, I, T A, I A, I
<u>Experience</u> • A substantial period of successful teaching experience in school setting. • Successful/proven leadership and management experience. • Experience of delivering a secondary and sixth form curriculum. • Experience of dealing with safeguarding incidents. • Supporting other staff with their behaviour management.	E E E E E	A, I A, I A, I A, I A, I
• Evidence of personal professional development, including in leadership. • Leading change and educational innovation. • Leading on an initiative which has had an impact across the whole school. • Working with external agencies. • Effective improvement planning. • Appraisal, as team leader. • Supporting Staff Welfare. • Financial management (budget area).	E E E E E E E E	A, I A, I, T A, I A, I A, I A, I A, I A, I

Attributes	Requirement	Evidence
Leadership & Management skills and qualities • Ability to inspire colleagues to support them in inclusive practices. • Ability to develop a clear strategic vision and direction for areas of responsibility and translate this into practical policies and practice. • Capable to lead and inspire teams and commitment to working as a team player. • Ability to manage the process of change effectively. • Ability to delegate to others while retaining a monitoring role. • Ability to contribute to the enrichment and enhancement of pupils' education. • Model a strong work ethic and high professional and personal standards. • Ability to articulate a sound educational philosophy consistent with Rowan School's aims and values.	E E E E E E E E	A, I A, I A, I A, I A, I A, I A, I A, I
Other Skills and Qualities • Effective organisation and administrative skills, including the use of ICT. • Ability to build positive and constructive relationships with students and inspire them to high aspirations • Excellent written, verbal and interpersonal communication skills. • Ability to communicate with, and relate well to a variety of stakeholders including pupils, staff, parents, governors, the community and external agencies. • Resilience, the ability to work effectively under pressure in order to meet a range of deadlines across a complicated work schedule. • Enthusiasm and flexibility. • A firm, fair and appropriate approach to dealing with pupil issues. • A commitment to plan and deliver whole-school activities such as parent meetings, staff CPD and assemblies. • Capacity for hard work (and good humour) under pressure. • An excellent record of attendance and punctuality • A commitment to attending school events and involvement in the wider life of the school.	E E E E E E E E E E E	A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I A, I

A – Application Form

I – Interview

T – Test

P - Presentation