



# Ickburgh School Assistant Headteacher

## Purpose of the Role

1. To support the strategic direction and development of the school.
2. To support the strategic leadership of teaching and learning
3. To support our strategic partnership with stakeholders – Pupils, Parents, Governors, Staff, Partners
4. To support the strategic management of people and resources

To support the strategic direction and development of the school.

- To strive to realise our school vision, through modelling, communicating and helping implement its key features.
- To contribute to achieving the objectives of the school development plan and the objectives of our latest OFSTED inspection.
- To contribute to strategies to promote the equality of opportunity for learners and ensure that all are safeguarded.
- To contribute to securing our local offer for families.
- To contribute to developing and using computer technology to its best effect.

To support the strategic leadership of teaching and learning

- To lead on Continuing Professional Development for the school, including coordinating a calendar of statutory and priority training.
- To lead on assessment for the school, supervising and coordinating whole school, Pathway and Age Phase assessment processes, as well as statutory assessment.
- To contribute to the development of a whole school coaching and mentoring model (i.e. 'Professional Learning') to sustain improvement in teaching and learning
- To support teaching and learning so that practice across the school is consistently good to outstanding.

To support the strategic work with stakeholders – Pupils, Parents, Governors, Staff, Partners

- To support and encourage parent / carers and family participation in the life of the school.
- To contribute to implementing and sustaining change, in partnership with stakeholders.
- To support in the spiritual, moral, social and cultural development of the school.
- To support with developing effective working relationships with all stakeholders.

To support the strategic management of people and resources

- To deputise in the deployment of staff cover, including in the absence of the Deputy Headteacher.
- To support in managing and deployment of staff and resources.
- To support in developing and sustaining a safe and healthy school environment.
- To prioritise and plan for self and others,
- To anticipate and solve problems holding staff to account for high quality delivery.



## Ickburgh School Assistant Headteacher

### **General Duties and Responsibilities**

- To work in accordance with the requirements of the School Teachers' Pay and Conditions Document, the Schools Policies and Hackney Learning Trust codes of conduct for employees.
- To undertake any professional duties of the headteacher reasonably delegated by the headteacher.

### **Professional Development**

- Participate in arrangements for your own further training and professional development (performance management) and, where appropriate, that of other teachers and support staff including induction.

### **Work/life balance**

- Aim to achieve a satisfactory balance between the time required to discharge professional duties, and the time to pursue personal interests outside work.



## Ickburgh School Assistant Headteacher

### Job Specification

To have qualified teacher status (QTS) in accordance with the National College for Teaching and Leadership.	E
A proven track record of strategic management of teachers, support staff and resources.	E
A proven track record of teaching that is good to outstanding	E
A proven track record of teaching children and or young adults with special needs (in a mainstream or special needs provision) and knowing how to adapt the curriculum to suit needs.	E
A proven track record of successfully devising sustainable and measureable strategies to overcome barriers to learning.	E
A proven record of quality report writing e.g. Education, health and care plans, annual reports, policies.	E
A proven record of developing effective working relationships with stakeholders.	E
Evidence of active commitment to ensuring that children and young adults are safeguarded, supported and guided in their emotional development and wellbeing.	E
Evidence of maintaining good contact with parents and carers, keeping them informed of their child's progress and well-being to achieve positive outcomes for children and or young adults.	E
Evidence of delivering an aspect of whole school improvement, to effect change and positive outcomes for children and or young adults.	D
Evidence of subject leadership.	D
Evidence of using a coaching or mentoring to support sustainable improvement in teaching a learning.	D
Evidence of recent training to improve own performance.	D

E = Essential; D = Desirable