

<b>Job Title:</b>	Assistant Headteacher
<b>Area of Responsibility:</b>	Teaching & Learning
<b>Reports to:</b>	Executive Headteacher & Executive Principal
<b>Salary:</b>	<b>L4-8</b>

**Role Summary:**

**Key Accountabilities in addition to those of a Main Scale Teacher** – Please also refer to the Job Description for Class Teacher.

The Assistant Headteacher is responsible for delivering learning in the English. They are responsible for the ensuring high quality provision and good outcomes for all children.

**Duties**

1. The current School Teachers’ Pay and Conditions document describes duties which are required to be undertaken by teachers in the course of their employment. In addition certain particular duties are reasonably required to be exercised, and completed in a satisfactory manner. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively.
2. This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Principal and governing body by the post holder. The duties set out below are in addition to the overall class teaching requirements.

**Key Tasks and Activities**

1. Undertake full responsibility for all matters relating to the school in the absence of the Executive Headteacher and deputy Headteacher.
2. Work flexibly in the presence of the Executive Headteacher to assist the smooth day to day management of the school working closely with staff of all designations.

3. Effectively manage duties and responsibilities of staff within the school.
4. Teach in classes across the schools, providing targeted intervention for pupils, PPA cover for teachers and other cover as required, demonstrating excellence in professional classroom practice.
5. Assist the Executive Headteacher in monitoring and reviewing the quality of teaching and learning including assessment, recording, and reporting pupils' attainment to all statutory bodies.
6. Assist the Executive Headteacher in the whole school self-evaluation processes.
7. Effectively lead the areas of responsibility developing policy and practice and ensuring effective self-evaluation.
8. Undertake responsibility for the selection of resources (including those related to ICT) for the areas of responsibility, accounting to the Executive Headteacher and Executive Principal for the expenditure of the delegated budget allocation for the subject.
9. Undertake professional training for all aspects of school leadership and management and keep up to date with new initiatives across the curriculum.
10. Assist the Executive Headteacher in the performance management of staff of all designations.
11. Maintain good communications between staff of all designations.
12. Maintain a positive school ethos, be pro-active in the pastoral care of pupils and ensure the school's policy for behaviour and discipline is applied consistently and fairly by staff of all designations.
13. Play a significant part in promoting and facilitating good relationships with parents and other agencies.

14. Work pro-actively with outside agencies, community organisations, the churches of the federated schools and other schools and promote the sharing of good practice.
15. Work with the Executive Principal, Executive Headteacher and other members of the Leadership Group to ensure the school culture supports the church ethos.
16. Support and encourage all staff at the school to find and use opportunities to support the development of the whole child through spiritual, moral, social and cultural activities.
17. Advise other staff including NQTs and students on teaching practice, and to lead inset for staff and governors when required to do so.
18. Work with the Hackney Learning Trust (Hackney LA) on local and national initiatives.

### **Specific responsibilities for the role of Assistant Headteacher**

#### **Role Summary**

To assist the Executive Headteacher in the organisation, leadership and development of the school.

#### **Shaping the future**

- Support the Executive Headteacher and Governing Body in establishing a vision for the future.
- Play a leading role in ensuring that the quality of teaching and provision is good or better.
- Contribute to the school's self-evaluation process.
- Lead whole school policy change by modelling and supporting colleagues with direct proven impact.

#### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of provision, and promoting high expectations for all members of the school community, with proven impact on pupil progress.
- Work with the Executive Headteacher to raise standards in all areas.

- Lead on development of actions plans for the school.
- Lead development of key areas within the school with proven impact on improving outcomes.
- Lead development of an additional subject area across the school with proven impact.
- Assist the Executive Headteacher in leading the school through strategic planning and the formulation of policy.
- With the Executive Headteacher, be responsible for implementing robust systems for monitoring and evaluating outcomes in key areas.

#### **Developing self and working with others**

- Ensure the health, safety and welfare of pupils and staff.
- Work closely with the Executive Headteacher to ensure an appropriate programme of professional development for all staff, to ensure improved outcomes.

#### **Leading and managing**

- With the Executive Headteacher, ensure that their school meets the statutory requirements.

#### **Securing accountability**

- Through lesson observations and use of data, hold teams to account for the quality of provision within the school.
- Use data to understand strengths and weaknesses of each area within the school, including planning actions.

#### **Other Responsibilities**

##### **Note**

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. The subject leader section of the job description may be reviewed at the discretion of the Executive Principal in the light of those changing requirements and in consultation with the post holder and the governing body.

**Date of issue:**

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**Name of postholder:**

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**Signature of postholder:**

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**Signature of Executive Headteacher**

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