



# Ickburgh School Assistant Headteacher

## Purpose of the Role

- To support the strategic direction and development of the school.
- To support the strategic leadership of teaching and learning
- To support our strategic partnership with stakeholders – Pupils, Parents, Governors, Staff, Partners
- 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 contribute to the development of a whole school coaching and mentoring model to sustain improvement in teaching and learning
- To support teaching and learning so that practice across the school is consistently good to outstanding.
- To lead on the strategic management of our sixth form.
- To lead on one of the pathways of the school, monitoring and providing support with maintaining learning environments, routines and structures, and with pastoral issues.
- To support the schools development of assessment for learning.
- To support devising strategies to overcome barriers to learning and coach staff in utilising appropriate strategies.
- To lead in the deployment of staff cover, in the absence of the Deputy Headteacher.

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 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