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| **JOB DESCRIPTION** |  |
| **Job Title:** | Assistant Headteacher |
| **Salary Range:** | Leadership Pay RangeAssistant Headteacher Range L1 £44,305 to L5 £48,895 dependent on experience |
| **Responsible to:** | Headteacher / Head of School |
| **Direct Supervisory Responsibility for:** | All Teaching and Support Staff |
| **Important Functional Relationships: Internal/External:** | TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers, External Agencies |

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| **Main Purpose of the Job:** |
| * To work with the Headteacher and Head of School in the day to day management of the school;
* The Assistant Headteacher is to take a central role in assisting the Headteacher / Head of School and Local Governing Body to develop the school in accordance with its shared values and our school development plans.
* The functions and specific responsibilities below are to be undertaken in conjunction with the duties of an Assistant Headteacher as defined in the Teachers’ Pay and Conditions Document.
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| **Main Duties and Responsibilities:** |
| Carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document and Teachers Standards, including the conditions of employment for Assistant Headteachers and the school’s own policies and procedures.**Leadership and Management:*** Work in very close partnership with and support the Headteacher / Head of School in the effective day to day management of the school and school community;
* To monitor and evaluate the quality of teaching and standards of pupil achievement;
* Support the Headteacher / Head of School to develop a strong learning environment that has at its centre high expectations of learning, work, performance, academic achievement and behaviour;
* Formulate, create, proactively lead, and monitor whole school pastoral provision and lead our strategy to ensure excellent pastoral care and a secure, inclusive community for pupils;
* To be responsible for the leadership of attendance throughout the school / academy, coordinating interventions with families appropriately and ensure that pupil attendance continuously improves and is above the national average;
* Take a leading role in the senior management team by having special responsibility for ensuring that the school assesses and monitors the progress and achievement of all children and groups of children. This includes all forms of national and local assessment and reporting requirements;
* Lead teachers and team leaders in ensuring that all teaching and learning and assessment policies and protocols are in place and up to date and where possible recognised and validated quality assurance awards are secured;
* Provide leadership in the development and management of all teaching and learning and in the creation and maintenance of high quality, stimulating, well-resourced and child friendly learning environments;
* Assist in the line management of classroom based personnel including timetabling and allocation of classes, duties and tasks, managing and developing roles to ensure the provision of high quality interventions and support for children’s progress, achievement, wellbeing and good behaviour;
* Manage CPD (continuous professional development) for classroom based staff ensuring their needs are identified and met through quality training opportunities within available resources. This includes manages [insert details] eg the inset program and providing / sourcing training opportunities for whole, groups of and individual staff;
* With the Headteacher / Head of School, share responsibility for the induction and deployment of new staff, voluntary help, work experience students, trainee teachers / students and parents / carers working in classrooms and throughout the school, ensuring all safeguarding requirements are met and that their work in school supports the learning and wellbeing of all children;
* Actively seek and secure resources and funding for major projects which will enhance the school's accommodation and promote achievement and wellbeing and with the Headteacher / Head of School, effectively manage the school's budget and resources to achieve the schools stated aims, meet its targets and sustain high achievement;
* Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards;
* Ensure that there is a very safe, secure, effective and pleasing environment for all users. With the Headteacher / Head of School, be aware of Health and Safety regulations, carry out regular risk assessments and keep the school’s Health and Safety policy at all times current, under review and accessible to and used by all staff.

**Teaching, Learning and Assessment:*** Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
* Ensure that learning is at the centre of strategic planning and resource management and lead and support the teaching and learning of all children within the school, providing and promoting models of excellent classroom practice through whole class and group teaching, coaching, mentoring and supported self-evaluation for teaching and learning staff;
* Establish creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning, and be enabled to actively support the learning of others;
* Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of children in order to inform planning, evaluate performance, track progress and secure raised achievement across all key stages. This will include agreeing and articulating high expectations and setting stretching targets;
* Monitor the effectiveness of teaching and learning including teachers’ planning, monitoring planning, work sampling and scrutiny, lesson observations, supporting auditing and reporting outcomes, successful or otherwise and planning next steps and future actions;
* Liaise with partnership and local schools and other service providers including extended service providers and community resources to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all children and our school community;
* Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

**Strengthening Community:*** Promote and model good relationships with parents and carers, which are based on partnerships to support and improve pupils’ learning and achievement;
* Contribute to the development of the school within the community; strengthening partnerships with families, neighbours, our local and wider community, other schools, services;
* 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;
* Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
* Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination, support staff wellbeing and work-life balance and help to ensure we provide access to opportunities for growth, achievement and success for all adults and children in school;
* Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; to achieve economic wellbeing and to make an active contribution.

**Partnership Working:*** Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communications at all levels within the school / academy and Trust;
* Support a collaborative learning culture within each school / academy and actively engage with other schools, school leaders and partnerships to build effective learning communities;
* Develop and maintain and contribute to effective strategies and procedures for staff induction, professional development and appraisal;
* 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 others and take appropriate action when performance is unsatisfactory;

Regularly review self-practice, set personal targets and take responsibility for your own personal and professional development.**Other Duties and Responsibilities:*** To ensure that pupils’ needs are prioritised and to have a clear sight of how this role impacts on the school’s and Trust’s pupils at all times;
* To act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of occasional work at other sites within a reasonable travel distance;
* To abide by all TPAT and school policies and procedures at all times;
* To be responsible for your own continuing self-development and attend meetings as appropriate;
* To undertake any other duties as necessary that are not specified that are commensurate with the level of the role.
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| This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities. |