

Job Description

Post Title:	Assistant Headteacher
Grade:	Leadership Pay Scale 12-16
Reporting to:	Headteacher and Governing Body

Main purpose

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document. Reference should also be made to the Teachers Standards and to the school's Career Stage Expectations.

The post also includes Faculty Leadership to be agreed following appointment. Duties and responsibilities of the post may change over time as requirements and circumstances change.

School Teachers' Pay and Conditions Document requires all teachers to be involved in:

- Advising and co-operating with the headteacher and other teachers on the preparation and development of programmes of study, schemes of work, teaching strategies, interventions, resources, assessment and pastoral arrangements
- Taking any such part as may be required in the review, development and management relating to the curriculum, organisation and pastoral functions of the school
- Coordinating or managing the work of other staff

This leadership role will also:

- Actively promote the vision, ethos and mission of the school
- Establish policies for achieving the vision, ethos and mission
- Manage staff and resources to that end, taking part as required in review and development
- Monitor progress towards the achievement of the school's vision, ethos and mission

Duties and responsibilities

Strategic Direction and Development

Under the direction of the headteacher this will include:

- Communicate the school's vision compellingly and support strategic leadership
- Contribute to the implementation and managing of change initiatives
- Be a proactive and effective member of the leadership team
- Take a substantial role in the day-to-day effective organisation, management and running of the school.
- Play an active role in the development of the School Development Plan, leading on identified priorities
- Undertake systematic, rigorous self-evaluation of the work of the school, monitoring progress towards School Development Plan priorities, action plans and other policy developments
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, being a positive role model
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally

- Work with political and financial astuteness, translating policy into the school's context and undertaking management of identified budget areas in collaboration with the School Business Manager
- Seek training and continuing professional development to meet own needs
- Promote a culture of teaching and learning underpinned by Early Years principles and SEND knowledge
- Demonstrate, through action and behaviour, a knowledge and understanding of the spectrum of Special Educational Needs and a willingness to work in collaboration with other professional services
- Lead a Faculty Team undertaking activities identified with Faculty leadership

Pupils and staff

Under the direction of the headteacher this will include:

- Demonstrate personal enthusiasm for and commitment to the learning process, undertaking a teaching commitment and evaluating own teaching to improve effectiveness
- Use a range of teaching approaches which differentiate the broad range of pupils in class
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in all staff for the impact of their work on pupil outcomes
- Promote high standards, promoting high expectations for all members of the school community
- Line manage identified staff across the school
- Ensure excellent teaching in the school, through training and development for staff, fulfilling the role of critical friend
- Lead the coordination, review and management of identified whole school responsibilities to ensure that all pupils receive a broad and balanced creative and appropriate curriculum that reflects the school's ethos in line with national initiatives.
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Hold all staff to account for their professional conduct and practice
- Monitor the quality of planning and learning opportunities
- Strengthen partnerships and community links to create opportunities for collaboration with other organisations to enhance learning and teaching.
- Promote positive relationships and lead training with colleagues in other schools.

Systems and processes

Under the direction of the headteacher this will include:

- work with and advise the Governing Body as required
- Promote safe, calm and well-ordered environments for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of staff, taking an active part in appraisal processes, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Contribute to regular reviews of the school's systems and policies to ensure statutory requirements are being met.
- Prepare plans and policies for consideration by the Headteacher and Governing Body
- Participate in leadership processes as appropriate e.g. sickness absence, disciplinary, capability, to ensure a consistent approach to standards of conduct and professionalism
- Undertake any professional duties, reasonably delegated by the Headteacher
- Promote and protect the health and safety welfare of pupils and staff

Other areas of responsibility

The Assistant Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

There may be a requirement to carry out particular duties as the Headteacher may reasonably direct from time to time

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- o To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- o To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- o Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- o To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- o To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- o To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Coventry City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Castle Wood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Notes:

This job description is not your contract of employment, or any part of it. 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 must not be altered once it has been signed but will be reviewed annually.

Person specification

CRITERIA	ESSENTIAL QUALITIES
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Evidence of further qualifications would be welcome eg: post-graduate level qualification • Professional development in preparation for a leadership role
Knowledge and Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Teaching experience in a range of settings and schools • Involvement in school self-evaluation and development • Experience of assessment procedures to determine accurate pupil progress • Line management experience • Experience of contributing to staff development, organising and delivering training • Involvement in leading a school improvement priority and raising school performance • Experience of the broad range of SEND and strategies for teaching pupils with SEND • Experience of Early Years principles and the practical • Experience of working with parents and the community as partners • Knowledge of current educational developments in teaching and learning in relation to pupils with SEND • Knowledge of planning, assessment, recording, reporting and identifying next steps for pupils with a broad spectrum of need • Knowledge and understanding of behaviour management skills and strategies, both theoretical and practical, required by staff to manage challenging behaviour effectively • Knowledge and experience of effective assessment and target setting for pupils with SEND
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication, interpersonal and organisational skills including the ability to work as a leader and member of a team • Ability to manage and organise work effectively including an ability to prioritise, manage time and work under pressure, meeting deadlines • Be able to take direction but be prepared to take initiative when required • Ability to successfully implement a range of learning and teaching strategies for raising achievement in pupils with SEND • Early Years principles and practice • Data analysis skills, and the ability to use data to set targets and identify weaknesses so improving progress • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Adaptability to changing circumstances and ideas • Reliability • Understands concept of confidentiality • Commitment to safeguarding and equality • Desire to actively contribute to a positive team spirit • To be aspirational and inspirational

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Post holder's signature:

Date:

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