

# Baginton Fields School

*"Dedicated to delivering inspirational learning experiences"*



## **Job Description – Assistant Headteacher**

*The school is committed to policies of ensuring equal opportunities for all students and staff regardless of race, gender or disability, and to the active participation of parents in the life of the school. We are also committed to safeguarding the welfare of our pupils.*

**Post:** Assistant Headteacher

**Location:** Baginton Fields School

**Duration:** Fixed Term – Full Time

**Leadership scale:** 7 -11

**Key External Contacts:**

- Parents and families
- The wider multi-disciplinary team including medical professionals and therapists
- Education advisers and consultants within the Local Authority
- Counterparts in local schools

**Key Internal Contacts:**

- School Governors
- Senior Leadership team
- Teachers based at the school
- Support staff based at the school
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**Responsible to:**

- Headteacher and Governing Body

**Teacher Responsibilities:**

- To undertake the professional duties of a school teacher as outlined in the School Teachers Pay and Conditions Document, a copy of which is retained by the Headteacher.
- As a secondary teacher, to teach students in the age range 11 - 19 years.
- Maintain good order and discipline among pupils and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.

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- Promote the general progress and well-being of individual students and classes/groups assigned to you.
- Communicate and consult with the parents of students
- Attend and fully participate in all staff meetings, INSET sessions.

## **Leadership Responsibilities**

In addition to the professional duties of an Assistant Headteacher set out in the STPC Document, you will be a member of the School Leadership Team and undertake the duties as specified below:

### **1. Strategic Management;**

- Play a leading role in implementing and reviewing the School Development Plan and self-evaluation
- Liaise with the Leadership Team and Governors to identify areas for development
- Take responsibility for leading on specific areas of school development
- Think creatively to anticipate and solve problems
- Work with Headteacher and Deputy Headteacher to ensure the school sets challenging targets to enable improvements in standards
- Work with staff, governors and parents to support the development of social and educational inclusion
- Be responsible for the management of a key stage. This responsibility includes supervision of the staff team, determination of student groupings and the day to day management of the key stage, including the organisation of Annual Reviews and cover.

### **2. Shaping the Future:**

- Support SLT in developing and implementing school self-evaluation strategies
- Have an overview of the curriculum and developments where needed
- Support and monitor staff to ensure effective delivery of the curriculum and to evaluate performance in accordance with the Appraisal and Teaching & Learning policies
- Remain up to date with the SEND code of practice and changes to SEND provision locally and nationally
- Build and maintain effective relationships with students, staff, parents and governors to enhance the quality of education.

### **3. Leading and Managing Staff:**

- Support the Headteacher in fostering a culture of continuing professional development across the school and meeting the professional and personal development needs of staff
- Deliver training and lead staff meetings
- Uphold the school ethos and value.

### **4. Leading Teaching and Learning:**

- Be an excellent role model of effective teaching and learning for all staff
- Be at the forefront of teaching and learning initiatives and be able to cascade these down to the staff body
- Work with the leadership team to secure and sustain outstanding teaching and learning throughout the school

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- Monitor and evaluate the quality of teaching and learning
- Monitor and evaluate progress and attainment of students
- Work with SLT to ensure the needs of all students are being provided for and positive attitudes towards learning are promoted
- Be responsible for leading, analysing and tracking data and progress in a core subject
- Have an effective input into budget management within your subject area and areas of responsibility.

## **5. Accountability:**

- Take a leading role in the effective management of the school including in the absence of the Deputy Headteacher
- Use a range of evidence to evaluate and improve aspects of school life
- Undertake all such duties as are reasonable and appropriate to the post as determined by the Headteacher

## **6. Student Welfare:**

- Work with the Headteacher to support the implementation of the school's Behaviour Policy and monitor its effectiveness
- Ensure the curriculum and organisation of the school encourages positive self-esteem and attitudes to learning.
- Maintain good order and discipline among students and safeguard their health and safety when they are authorised to be on the premises and when they are engaged in authorised school activities elsewhere.
- Be a deputy DSL.

## **7. Community Development:**

- Be outward facing and support Baginton Fields in striving for the highest outcomes for the community
- Be an active member of the community and work with the leadership team to promote parental engagement and those of other stakeholders with school.

## **8. General School Life:**

- The specific demands of the post are likely to vary according to the changing needs of the school and the post holder should be prepared to accommodate changing demands as may be reasonably made by the Headteacher.
- Changes in legislation influencing SEND educational provision occasionally impact upon the role of the school and the Assistant Headteacher will be expected to work with the leadership team in interpreting such changes in a positive and constructive manner.

This job description will be reviewed annually in accordance with the needs of the school and its students. In addition, it may be reviewed at any time after consultation with you.