



Excellence for All

### **Assistant Headteacher - Job Description**

<b>Post title:</b>	Assistant Headteacher
<b>School:</b>	Manor Green School
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Strategic leadership of the Department
<b>Grade:</b>	L13 to L17 (L20 for 3 Clusters)

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#### **Main purpose of the job**

***To offer inspirational strategic leadership and consistent operational management to the relevant Department at Manor Green School.***

The post holder will:

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* and the school's own policy.
  - Under the overall direction of the Headteacher play a major role:
    - in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
    - be responsible for the quality of education for all students in their department including monitoring of student progress, data analysis and teachers' performance
    - proactively manage staff and resources
  - Carry out the professional duties of a teacher as required
  - Take responsibility for child protection issues as appropriate
  - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
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#### **Duties and responsibilities**

##### **Shaping the future**

- Support the Headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Promote high aspirations for students, ensuring successful outcomes

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
  - Work with the Headteacher to raise standards through staff performance management in their department
  - Assist with the development and delivery of training and support for staff in the areas of teaching and learning
  - The strategic leadership of their department's curriculum design and implementation, including long term planning and assessment.
  - Ensure the curriculum develops in line with the school's policies, aims and objectives of the SDP.
  - Ensure the curriculum provides students with a range of opportunities and the skills they need to prepare for later life
  - Monitor student progress within the department and reporting on this to the Headteacher.
  - Provide efficient resource management for their department.
  - Form part of the Leadership Team and work collaboratively in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
  - Monitor and evaluate the quality of teaching and learning taking place throughout their department and across the school, including lesson observations, learning walks to ensure a consistently high quality of education
  - Ensure the systematic, sequential teaching of basic skills and the recording of impact is consistently high across their department and the school
  - Ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to other similar schools
  - Ensure through leading by example the active involvement of students and staff in their own learning
  - Embed and develop the Nurture principles in liaison with the Leadership Team
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### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school and those being trained within the school as appropriate
- Act as a mentor to other Assistant Headteachers, Strand Leads, Curriculum Leads and teachers as appropriate
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of student groups, progress data and target setting

### **Managing the organisation**

- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information through agreed systems for internal and external communication
- As appropriate, under the leadership of the Headteacher and in liaison with the Head of HR, undertake activities related to professional, personnel/HR issues

- e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
  - In collaboration with other Assistant Headteachers, to ensure effective deployment of teaching and non-teaching staff, including, as appropriate, authorising absence, organising of internal cover in the event of absence across the school. This includes lunchtime support and swimming
  - Be a proactive and effective member of the Leadership Team
  - Lead on productions and other specialist days
  - Contribute to the day-to-day effective organisation and running of the school
  - To oversee the planning of resources for department and monitor the budget spend
  - To have daily oversight of teaching and learning operational matters and report to the Headteacher as necessary
  - To take on the responsibilities of the Deputy Principal, Deputy Headteacher – as agreed and appropriate in the absence of the Deputy Principal, Deputy Headteacher and Headteacher
  - To undertake any professional duties, reasonably delegated by the Headteacher

### **Securing accountability**

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of students and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

- Assist the Leadership Team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- To ensure that reporting to students and parents on the progress is effective, including checking class teacher reports
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work closely with colleagues in other schools, colleges and external agencies

### **Note to post holder:**

Nothing in this job description will be changed without consultation. This document will be reviewed from time to time as part of the performance management process or as appropriate.



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### **Assistant Headteacher Person Specification**

<b>Post title:</b>	Assistant Headteacher
<b>School:</b>	Manor Green School
<b>Responsible to:</b>	Headteacher
<b>Supervisory responsibilities:</b>	Strategic Leadership of the Department
<b>Grade:</b>	L13 to L17 (L20 for 3 Clusters)

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#### **Qualifications**

1. Qualified teacher status or recognised equivalent
2. NPQ qualification desirable

#### **Experience**

3. Recent experience of working successfully as a senior or middle leader in a school
4. Recent experience of educating children and young people with SEND
5. Evidence of a whole school responsibility and experience of turning policy into effective and successful practice
6. Successful leadership of a significant area or phase including evidence of effective raising of standards across the whole school

#### **Professional Knowledge**

7. A clear understanding of the essential qualities necessary for effective teaching and learning in general and for students with a wide range of special educational needs
8. Up-to-date knowledge of statutory regulations and guidance relating to the post

#### **Professional skills**

Can demonstrate the ability to:

9. Analyse data, to evaluate the performance of student groups, student progress and plan an appropriate course of action for whole school improvement
10. Review whole school systems to ensure the robust evaluation of school performance and actions to secure improvements
11. Lead and manage a school team/s to successfully achieve agreed goals
12. Be an effective team player that works collaboratively and effectively with others
13. Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate)
14. Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate)
15. Demonstrate high quality teaching strategies
16. Support, motivate and inspire both colleagues and students by leading through example
17. Contribute effectively to the work of the Leadership Team
18. Deal successfully with situations that may include tackling difficult situations and conflict resolution

19. Work successfully with a range of external agencies

### **Commitment**

Demonstrate a commitment to:

- a. equality
- b. promoting the school's vision and ethos
- c. high quality, stimulating learning environment
- d. relating positively to and showing respect for all members of the school and wider community
- e. ongoing relevant professional self-development
- f. safeguarding and child protection

### **You will be:**

- ✓ Courageous, positive, resilient, enthusiastic, respectful and adaptive
- ✓ An eager learner with a can-do attitude
- ✓ A reflective person and practitioner
- ✓ Totally committed to workforce development and distributed leadership
- ✓ Able to remain calm under pressure
- ✓ In favour of open, consultative, collegiate management style

### **You will demonstrate:**

- Commitment to our motto: *Excellence for All*
- Commitment to our code of conduct: *Golden Rules*
- Commitment to our school's Nurture approach
- High expectation of self, students and staff
- Ability to effectively lead a large team of middle leaders, teachers and support staff in realising the vision and values of the school, as part of the Leadership Team, keeping ahead of international, national and local SEN agenda based on a thorough knowledge of educational issues.