**Assistant Headteacher**

**Leadership Pay Scale 10-14**

**From 1st September 2020**

Keen to further develop your leadership skills at a high attaining school with outstanding leadership and student behaviour described as exemplary by Ofsted?

As a dynamic, effective influencer with strong interpersonal skills and sound judgement who thrives in a fast-paced, changing environment, you will share our ethos of ‘Excellence for all’ which encapsulates our commitment to do the very best for both students and staff.

**Our Assistant Headteacher will:**

* Work in partnership with other members of the Senior leadership Team to provide high level strategic management and operational direction for the school
* Share the responsibility for setting, maintaining, monitoring and improving standards in the school
* Maximise the collaborative opportunities across the schools who form part of the Circle Trust.

**In return, we offer:**

* A welcoming, supportive and friendly work environment
* The flexibility to develop responsibilities that reflect your unique experience skills and interests
* A dedicated and talented staff who share our vision of ‘Excellence for All’
* A highly committed and engaging governing body, staff and parent community who are all strongly focused on the success of our school
* An ethos of valuing and caring for all members of our school community
* A commitment to continuous improvement and your professional development.

**Aim and main purpose of the job:**

* To work in partnership with other members of the Senior Leadership Team (SLT) in providing high level strategic management and operational direction for the school
* To share with other members of SLT the responsibility for setting, maintaining, monitoring and improving standards in the school.

**General Accountabilities**

* To act as a role model in leading all staff in own excellent leadership, delivery of teaching and learning, continuous professional development and professional presence in the school
* To contribute to the creation and implementation of the Annual School Improvement Plan, Strategic Plan and the School Vision
* To contribute to the setting, monitoring and evaluation of student attainment and progress in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets
* To contribute to curriculum development to ensure the delivery of appropriate, comprehensive, high quality and cost effective curriculum programme
* To contribute to the review of teaching and learning, monitoring the progress of all students to ensure they are engaged in their learning and achieve success
* To undertake a continuous and systematic review of the standards of leadership, teaching and learning across the school, consistent with the procedures in the school self-review policy
* To contribute to the oversight and evaluation of the school budget to ensure it is spent in line with learning priorities and best value principles
* To share with the SLT in the operational work of the school specifically in day to day discipline, emergencies, parent contact, local advisor liaison and public relations
* To ensure the best presentation of the school in the community
* To act as a Departmental Line Manager prevising regular feedback for staff in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning
* To act as a Pastoral Line manager actively implementing the key aspects of the school’s behaviour and inclusion policies
* To follow statutory guidance and school policies e.g. Safeguarding
* To attend, prepare documentation and present information to Local Advisor meetings
* To be a Statutory Duty Team Leader
* To deliver assemblies within accordance with the devised rota.

**Specific Accountabilities:**

* Roles and responsibilities for the Senior Leaders are reviewed each academic year in consultation with the Headteacher

**Details of Line Management:**

* The post of Assistant Headtecher is line managed by the Headteacher
* As a member of the Senior Leadership Team this post is not subject to the directed time limitations attached to other teaching positions outlined in the Teacher’s Conditions of Employment
* This description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post
* This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of SLT are expected to be flexible to ensure the most effective organisation and delivery of learning.

**Notes:**

* Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified
* This job description is current but following consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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| **Key Criteria** | **Essential** | **Desirable** |
| **Qualifications and Training** | * Degree * Teaching qualification | * Higher qualification e.g. MA or PHD * Leadership training such as NSCL courses |
| **Competence Summary**  (knowledge, abilities, skills, experience) | * Substantial and successful experience of Middle Leadership * The ability to present to staff and Local Advisors * Recent experience of initiating and managing a significant change through to a successful conclusion * The experience and ability to build positive working relationships with staff and students * The ability to represent the school in a professional manner * Proven leadership of a team * Ability to maintain confidentiality and loyalty to a corporate decision * High levels of communication skills (including ICT) * Willingness to accept significant delegated responsibility * Possession of a clear sense of direction and purpose, with the ability to implement and sustain decisions made. | * Experience of leading or significantly contributing to whole school initiatives |
| **Work related personal requirements** | * Excellent interpersonal skills when dealing with students and parents * Sound judgement * Ability to be sensitive to other colleagues’ opinions with ability to express own opinion in a professional manner * The capacity and commitment to contribute to whole school life * Committed to equality of opportunity * Able to respond flexibly and adapt to changing and challenging circumstances * Able to persuade, negotiate and influence others * Ability to maintain strict confidentiality of information received and processed as part of the job role. |  |
| **Other work requirements** | * Attend meetings of the Local Advisory Board * Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development |  |