

JOB DESCRIPTION

POST TITLE:	Assistant Headteacher: Achievement
STATUS:	Permanent
SCALE:	L14-L18 (Inner London)
LINE MANAGER:	Deputy Headteacher

Job Summary:

To provide excellent school leadership; ensuring the highest standards of behaviour, learning and achievement. To lead with integrity, impact and effectiveness, promoting the values of Aspiration, Creativity and Character in all aspects of the role.

Principal Accountabilities:

- To support with operational management of the school.
- To provide high quality line management of key teams including faculties, pastoral teams and associate staff, as required.
- To drive school improvement to ensure the school provides a world class education for students.
- To contribute to the development, review and implementation of the School Improvement Plan and Self Evaluation Report on a termly basis.
- To plan, write, review and uphold school policy in designated areas.
- To advise and report to the governing body and other key stakeholders as required
- To liaise with outside agencies at local and national level to optimise support and opportunities for students and staff.
- To develop productive relationships with the school's community, including other secondary schools and feeder primary schools
- To provide an authoritative and visible presence in and around the school, including the local community.
- To provide regular feedback for staff in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible and measurable impact, and to hold staff accountable for student progress.
- To engage other leaders in the school and governors in the ongoing review of standards, quality of leadership and effectiveness of systems and structures.
- To coach and mentor staff, building a culture of trust, transparency and integrity.
- Oversee and evaluate budget allocations to ensure the budget is spent in line with priorities and the principles of best value.
- To understand and lead change processes where required so that school improvement is continuous and engages all stakeholders.
- To ensure high quality communication within the school and with families and other agencies takes place, and that parent/carers satisfaction ratings are high.
- To ensure that the profile and reputation of the school are held high, through effective marketing and public relations.
- To ensure that best practice in safeguarding prevails school-wide.

- To ensure that the needs of all children and young people in the school are being met, particularly students from vulnerable groups or those who are underachieving.
- To use data effectively and strategically to raise attainment.
- To manage yourself and your professional relationships well.
- To commit to your own continuing professional development.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To keep up-to-date with developments and new ideas related to leadership, teaching and learning.
- To teach students within the age range of 11-16 in accordance with the professional duties of a teacher.
- To comply with and undertake any other duty as specified by the Teachers' Standards and School Teachers' Pay and Conditions documentation not mentioned in the above.
- Conduct assemblies, detentions and carry out Senior Leader duties around the school.

Specific Responsibilities

In addition, the postholder will also have overall accountability for Progress and Achievement and some aspects of whole school curriculum development including:

- detailed, cyclical tracking of pupil progress and attainment, reporting to key staff and stakeholders on outcomes data
- using data strategically to design interventions to raise attainment where underachievement is evident
- recognition, celebration and promotion of excellent attainment and progress.
- effective leadership of whole school assessment and examinations
- leadership of homework to ensure consistency, quality and impact on achievement

General Responsibilities

- Undertake additional tasks as required from time to time to support the growth and operational requirements of the school
- Participate in the regular review of this job description

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and Learning Trust policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Assistant Headteacher

PERSON SPECIFICATION Assistant Headteacher

Requirements:	Assessment Criteria		
Qualifications:	Interview	Application Form	Lesson Observation
Education to good honours degree or equivalent plus teaching qualification		●	
Evidence of continuing professional development relevant to the post	●	●	●
Experience:			
Successful experience of management at middle/senior level in an inner city comprehensive school	●	●	●
Substantial experience in a middle leadership role in an inner city school	●	●	●
Successful involvement in planning, implementing and evaluating initiatives to raise achievements	●	●	●
Sustained successful experience as a classroom practitioner across the age and ability range 11 to 19	●		●
Experience of working with data to promote learning and achievement	●		●
Experience of raising the achievement of diverse groups of students across the ability range	●		●
Evidence of leading and managing effective and significant change across at least two key stages	●		●
Experience of building productive relationships with staff, students and parents and governors	●	●	●
Management and leadership skills:			
Success at motivating staff to raise students performance and at enthusing them to develop new ideas and initiatives	●	●	●
Ability to maintain effective working relationships at all levels whilst demonstrating a flexible approach	●		●
Evidence of the ability to delegate, consult and be decisive	●	●	●
Professional knowledge and understanding			
Knowledge and understanding of recent curriculum developments and wider educational issues	●	●	●
Knowledge, understanding and the ability to use ICT to promote learning and for management tasks (some experience of constructing whole school timetables would be desirable)	●	●	
An understanding of and commitment to equal opportunities in its widest sense and a commitment to inclusive education	●	●	
Behavioural competencies:			
The ability to promote and maintain the highest standards in all aspects of the work in the school.	●	●	
Team player with energy, enthusiasm and perseverance.	●		

Experience of working under pressure and managing competing demands and deadlines	•	•	
The ability to communicate effectively both orally and in writing, with a variety of audiences across the whole school	•	•	•
An understanding of the role of leadership team members and the professional qualities required to fulfil the role effectively	•	•	•
Commitment to supporting whole school events and extra-curricular activities	•	•	
A willingness to listen, empathise and to be self-critical and reflective	•		•
A sense of fun as well as the ability to work hard and calmly under pressure	•	•	•