

## Job Description for Assistant Headteacher

### Responsible to:

The Principal, the Local Academy Committee and the SEAX Trust

### Purpose of the Job:

- The Assistant Headteacher will work as part of the other senior leadership team to maintain and develop the vision by developing strategic plans which will motivate all members of the school community, develop outstanding education for all pupils and secure the future of the school
- The Assistant Headteacher will contribute to the smooth running of the school by taking the lead in the safeguarding team and to support pupils' personal development and well-being

### Context:

This job description should be read in conjunction with the duties set out in the latest Teachers' Pay and Conditions document

### Core Responsibilities:

*N.B. this is not an exhaustive list - we intend to shape the key duties and responsibilities around the skills of the successful candidate taking into account the skills and development needs of the current members of the SLT.*

- Deputise for Head of School in her absence
- Designated Safeguarding Lead (DSL)
- Leadership and management of the safeguarding team
- Responsibility for monitoring behaviour for learning and supporting staff to develop bespoke responses
- Ensure regular Essex STEPS training and practice
- Support the personal development of pupils including development of the extended curriculum offer
- Support pupil well-being including regular liaison with parents and carers
- Role model for outstanding teaching and learning
- Be a Performance Management Team Leader for named staff, both teaching and support staff
- Actively develop own performance and that of other staff through peer coaching, promoting new developments in education and identifying appropriate training needs for self and others

Kingswode Hoe School is part of the SEAX multi-academy trust

SEAX Trust  
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*What we plant today, we grow tomorrow...*



- Work with the SLT to develop skills in:
  - Strategic planning
  - Leading and managing staff performance
  - School development planning
  - Whole school self-evaluation
  - Admissions planning
  - Developing responses to local, regional and national priorities
  - Change management
  - Strengthening and developing community involvement

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