



THE LOXFORD SCHOOL TRUST

JOB DESCRIPTION

Title: Assistant Headteacher

Accountable to: Headteacher

Responsible for: To be negotiated

As a member of the Senior Leadership Team of the School, to play a key role in discharging responsibility for day-to-day matters which affect teachers and their teaching, students and their learning and all other employees in professional matters. Advising the Headteacher and Deputy Headteachers on the strategic direction of the School and acting for a Deputy Headteacher in the event of his/her absence or as the leader responsible for the site in the absence of both Headteacher and Deputy Headteachers. An Assistant Headteacher is also subject to the generic job description of a teacher.

Individual primary areas of responsibility/accountability. (summary)

- To be negotiated.

1. School Mission Context

- To support the School's ethos and work positively and supportively in accordance with the School's plans, policies and procedures, actively seeking to foster good relationships with parents /carers, the local community and all members of the School.
- To acknowledge and act upon the necessity for personal professional development and participate in the School's scheme for Performance Management.
- To use every opportunity to act as a role model of professional conduct and presence with colleagues, students and the wider community, demonstrating high personal standards of expertise, commitment and service to the School.
- To promote and celebrate the successes of the School and all it stands for on all occasions and, in particular, in fostering a positive image with stakeholders via effective publicity and communications throughout the local community.
- To organise, publicise and offer presentations, as required, on behalf of the School at public engagements, as required, notably involving parents and the wider community.
- To play a strategic role in formulation, development and promotion of School policies as required, notably in Child Protection, Extended schools and the Work Related Curriculum through EOTAS systems.

2. Curriculum Management

- To function effectively as the School's Publicity and Communications Officer, being professionally responsible for the efficiency and effectiveness of promotional activity, events and publicity.
- Working collaboratively with the Headteacher and Deputy Headteachers, to lead and inspire the community of The School in raising levels of achievement. To secure the planning, delivery and evaluation of effective teaching and learning appropriate for an School, specifically including opportunities for student leadership and personal development.

- With the Headteacher and Deputy Headteachers, in the light of the School's Mission Statement, to identify, plan implement, monitor and evaluate the successful pursuit of the aims of the School, notably assisting in the writing of the School Development Plan.
- To play a strategic role in development, promotion and evaluation of School policies, specifically including Student Development, Behaviour Management, Health and Safety and Community Engagement policies.
- To actively support and promote the value of diverse learning styles and contexts.
- To take a lead in and keep abreast of current local, national and international educational developments, in particular in relation to Student Development, the Work Related Curriculum(EOTAS) and Community Engagement, ensuring the effective dissemination of best practice and opportunities for research amongst appropriate colleagues.

3. Staff Management

- To actively encourage and promote a climate of mutual support across the School workforce in which self-confidence and self-esteem can grow, an effective Leadership Team be established and nurtured, and collaborative teams led and encouraged.
- With particular focus upon the effectiveness and efficiency of student personal data systems, to promote, establish and monitor systems of Quality Assurance across the School to ensure high expectations are set and met and best practice observed and implemented. Through this, to actively support the ATL's and CTL's in their duties in overseeing the work of staff and students, ensuring that consistency, monitoring and evaluation, celebration and appropriate publicity are explicit in the management and information systems of the School.
- To support and monitor assigned ATL's and other staff in their roles in leadership and the training and development of staff, within the School's policies on Staff Development and Performance Management.
- To assist in the appointment process of staff to the School, including Support Staff, paying due regard to the School's Equal Opportunities and Diversity Policy.
- In collaboration with the Headteacher and Deputy Headteachers, to establish and monitor the effectiveness of consultative procedures, management information and communication systems within the communities of The School, but also, in particular, extending this role to the development of effective publicity throughout the external local communities of the area.
- With the Headteacher and Deputy Headteachers, to work closely with the Governing Body, including attending meetings as agreed and reporting where appropriate.

4. Student Management

- As a key operational and strategic leader, to ensure that the School has a purposeful ethos and daily identity that reflects the mission, policies and procedures of The School.
- To inspire and lead in the implementation of pastorally focussed aims and behavioural management procedures, encouraging all members of the School to lead and consult with students regarding self-evaluation and academic target setting together with their personal well being and behaviours, thus promoting the development of the whole child.
- To set and actively sustain the highest expectations of standards of achievement and behaviour, establishing and maintaining managerial systems to maximise student achievement of potential, acting, as and when necessary, as the first point of referral for the assigned ATL's and CTL's.
- To promote, celebrate and publicise student successes at every level, whilst also supporting the work of all ATL's in promoting purposeful competition.
- To develop the student's council as a clear recognised group within the school's framework.

- To undertake a personal student caseload with responsibility for action, decisions and review of the most confidential and sensitive cases assigned, including areas of Child Protection and “Looked After Children”.
- Participation and activity in the extended schools programme.

5. Resource Management

- To support the work of assigned CTL’s in their responsibilities for the organisation, accommodation, and teaching resources to ensure most efficient and effective use with minimal loss damage or wastage.
- Assist and support in the preparation of the School budget in line with School Financial Regulations, especially in relation to community and extended curricular issues.
- To play the lead strategic role in establishing and supporting appropriate two way contacts across the local educational, business and voluntary sector communities. These should enable extensive student and School use of external agencies and facilities, and clearly identify the School as a resource used by the wider community.
- Working collaboratively to ensure that proper procedures are in place so that any emergencies are dealt with safely and efficiently in a context of the promotion of good community relations.
- To plan, implement, monitor and review the work and the use of resources for which responsible, in the best interests of the School, specifically securing an effective Management Information System informing leadership and management at all levels.

6. Membership of Committees and Groups

- (To be determined at a later stage of this personnel management process and will include representing the Headteacher as appropriate)

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ASSISTANT HEADTEACHER PERSON SPECIFICATION

E = Essential, D = Desirable	
Training, Qualifications and School Experience	
Graduate with Qualified Teacher Status	E
Record of sustained professional development	E
At least 4 years' experience in a middle Leadership position	E
Successful teaching experience in more than one school.	E
Nationally recognised memberships of professional education and/or innovation organisations.	E
Holding, working towards or willing to undertake NPQH	E
Worked in at least 2 different schools	E
Experience of Educational Leadership and Management	
Effectiveness in Leadership and Management	E
Effectiveness in working collaboratively in a team showing sensitivity to the needs and interests of others.	E
Effectiveness in contributing to the development and implementation of strategies for raising achievement and achieving excellence for students, staff and self.	E
Effectiveness in data management, analysis and target setting.	E
Effectiveness in information management and communication	E
Effectiveness in using evidence-based information about effective learning and assessment for learning.	E
Effectiveness in managing change.	E
Lead and contribute to discussion and policy development in an informed but sensitive manner.	E
Significant expertise in subject curriculum, particularly in their own field.	E
Excellent understanding of the whole school curriculum and how different components contribute to students' whole school experience and achievement.	E
Sound understanding and experience in developing and managing effective pastoral and behaviour management systems.	E
Knowledge and understanding of the current educational landscape, government initiatives and Ofsted requirements.	E
Knowledge and experience of timetabling	D
Knowledge and experience of training new staff	D
Personal and Professional Qualities and Attributes	
Ability to support the Headteacher in maintaining and developing a school vision with quality learning and creativity for all at its centre.	E
Work in partnership with the Governing Body, Headteacher and Leadership Team in taking the school forward.	E
Through personal commitment, contribute to maintaining and developing the school ethos which strongly influences and enhances the way in which the educational objective of the school is realized.	E
Inspire, motivate and empower staff and students	E

Work collaboratively with others, delegating appropriately.	E
Contribute to creating an environment in which staff accept their responsibility for students' learning outcomes.	E
Seek and act on, feedback from others including the Headteacher and other colleagues.	E
Communicate effectively with, and command the confidence and respect of students, parents, colleagues and Governors.	E
Maintain and extend appropriate relationships with local council, schools, children's services, parents and the local community.	E
Attention to detail.	E
A good sense of humour.	E
The ability to give freely of their time.	E
A high level of professionalism in manner and organization.	E
A capacity for hard work.	E
Regular and punctual attendance.	E
A collaborative approach and openness, adaptability and sensitivity to staff, learners and parents and sharing in maintaining the high level of moral enjoyed in the school.	E
A practical desire to involve parents and the community as fully as possible in the life of the school.	E
Honesty, integrity and loyalty.	
Professional Knowledge and Understanding	
Current educational issues, including national policies, priorities and legislation.	D
Effective strategies for maintaining and developing high standards of attainment, behavior and attendance.	E
Principles and practice of educational inclusion, diversity and access.	D
Developing choice and flexibility to meet the learning needs of every student.	E
Quality assurance systems, including school review, self evaluation and performance management.	E
Legal issues relating to managing a school including Safeguarding Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation.	D
Communicate highly effectively with a wide range of audiences orally and in writing.	E
Deal with day-to-day issues and shifting priorities whilst maintaining focus on longer term goals.	E
Set targets for staff, lead, monitor and evaluate their work, delegate tasks appropriately and successfully and contribute to staff learning and development.	E