



**Southend YMCA  
Community School**

building a future

**Job description and person specification:**

**Assistant Headteacher**

**Behaviour, Safety, Personal Development and  
Well-being with Design & technology**

## **Job details**

**Job title:** Assistant headteacher – Behaviour (with Design & Technology)

**Salary:**

**Hours:**

**Contract type:** Permanent

**Reporting to:** The headteacher

**Responsible for:** Behaviour, Safety, Personal Development & Well Being

## **Main purpose**

The Assistant Headteacher, under the direction of the headteacher, will take a role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment of 70% complying with the teachers' standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated from the Headteacher.

## **Duties and responsibilities**

### **Leadership**

Under the direction of the Headteacher:

- Support the headteacher in the day-to-day management of the school
- Communicate the school's vision compellingly and support the Headteacher's strategic leadership
- Lead by example, focusing on providing excellent education for all students
- Lead on particular whole-school strategies and policy areas
- Build positive relationships with members of the school community
- Keep up to date with developments in education
- Seek training and continuing professional development to meet own needs

### **Managing staff**

Under the direction of the Headteacher:

- Assist with the selection and recruitment of new teaching staff
- Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
- Commit to their own professional development, proactively identifying development opportunities

### **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct
- Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others

### **Systems and processes**

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

### **Other areas of responsibility**

#### **Pastoral**

- Support and implement whole-school systems for student wellbeing
- Conduct student voice surveys to ensure they feel happy and safe in school, championing the importance of student voice to other members of staff
- Identify specific training needs for staff so they can play a part in enhancing students' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor student behaviour and ensure it is continuously improving
- Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

### **Other responsibilities**

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person specification

Criteria	Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Qualified teacher status Degree</li><li>• Professional development in preparation for a leadership role</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Leadership and management experience in a school</li><li>• Teaching experience</li><li>• Involvement in school self-evaluation and development planning</li><li>• Line management experience</li><li>• Experience of contributing to staff development</li><li>• Managing behaviour with success</li><li>• Experience in Safeguarding and personal development</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Understanding of school finances</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** *September 2021*

**Next review date:** *When needed*

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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