

JOB DESCRIPTION

<b>Job Title</b>	Assistant Head
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Students, Parents, Senior Leadership Team, Staff, External Bodies, Governors
<b>Job Purpose</b>	<p>To provide the strategic direction and implementation of various aspects of the school for example, but not limited to: Curriculum, Interventions, Sixth Form, Student Leadership, Teaching &amp; Learning, KESWay, Pupil Progress, Exams, Pastoral etc. and managing the day to day matters related to these area.</p> <p>The Assistant Head shall play a major role under the overall direction of the Headteacher in:</p> <p>(a) formulating the aims and objectives of the school;  (b) establishing the policies through which they shall be achieved;  (c) managing staff and resources to that end; and  (d) monitoring progress towards their achievement.</p>
<b>Core Duties and Responsibilities</b>	<p>The Assistant Head's role is:</p> <ul style="list-style-type: none"> <li>• To provide professional leadership and management for an aspect of the school.</li> <li>• To build upon the quality of education by effectively managing teaching and learning and supporting all students to realise their potential.</li> <li>• To establish a culture that promotes excellence and high expectations for all students.</li> <li>• To be accountable to the Governors and Headteacher in providing vision, leadership and direction for the school by ensuring that it is well managed, and organised to meet its aims and targets.</li> <li>• With the Headteacher and School Leadership team, to be responsible for evaluating the school's performance and to identify the priorities that will lead to continuous improvement and rising standards.</li> <li>• To ensure equality for all.</li> <li>• To develop policies, practices and structures that take account of the school's unique ethos.</li> <li>• To ensure that resources are efficiently and effectively used to achieve the school's aims and objectives, and for the day-to-day management, organisation and administration of the school.</li> </ul> <p>The Assistant Head shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the Headteacher.</p>

<p><b>General Senior Leadership Team Responsibilities</b></p>	<p>The Assistant Head's general responsibilities are:</p> <ul style="list-style-type: none"> <li>• To undertake strategic planning to aid in the production of the School Improvement Plan.</li> <li>• To undertake monitoring and evaluation functions (including internal faculty / departmental / year group evaluations) that will: <ul style="list-style-type: none"> <li>○ Highlight teachers' professional strengths</li> <li>○ Identify success</li> <li>○ Track developments in the curriculum</li> <li>○ Contribute towards improvements in school structures, systems and policies</li> <li>○ Identify areas where further development is needed</li> <li>○ Enhance the quality of students' learning</li> </ul> </li> <li>• To be available to respond to unplanned situations that may arise in the daily running of the school.</li> <li>• To assist in the maintenance of good student discipline and to support staff, especially in dealing with unexpected situations or emergencies.</li> <li>• To attend meetings of the School Leadership Team and other school management meetings.</li> <li>• To foster and support extra-curricular activities in the interest of the school community.</li> <li>• To participate in the school assembly programme.</li> <li>• To lead staff training as the need arises, and to contribute to school induction programmes.</li> <li>• To take an equitable share of acting as 'Duty Officer' during holiday periods (telephone contact in emergency etc.)</li> <li>• To participate in the SLT walkabout programme.</li> <li>• To participate in the recruitment of new staff.</li> <li>• To attend Full Governing Body meetings and Governor committee meetings as necessary.</li> </ul>
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<p><b>Principle Accountabilities</b></p>	<p><b>Key Responsibilities</b></p> <p>The strategic accountability of the duties and responsibilities of the areas of the school assigned by the Headteacher upon appointment to the Assistant Head role, and thereafter at the start of each academic year, are confirmed in an appendix to this generic job description.</p> <p><b>Academic Monitoring</b></p> <ul style="list-style-type: none"> <li>• To support the Assistant Head (Student Progress) in developing and overseeing the academic monitoring process within the school.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:</li> <li>• Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;</li> <li>• To fulfil the role of the Deputy Designated Safeguarding Lead and comply with the relevant policies, procedures and associated documents (for example Keeping Children Safe in Education)</li> <li>• Operating clear whistleblowing procedures,</li> <li>• Sharing information, with other professionals</li> <li>• Operating safe recruitment practices</li> <li>• Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice</li> <li>• Operating and monitoring clear policies for dealing with allegations against people who work with children.</li> </ul>
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<b>Specific Duties</b>	<p><b>Teaching</b></p> <ul style="list-style-type: none"><li>• Plan and teach lessons assigned within the context of the school's plans, curriculum and schemes of work.</li><li>• Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.</li><li>• Participate in arrangements for preparing students for external examinations.</li><li>• Work with others on curriculum and/or student development to secure co-ordinated outcomes.</li><li>• Supervise and, so far as is practicable, teach any students where the person timetabled to take the class is not available if asked to do so.</li></ul> <p><b>Health, safety and discipline</b></p> <ul style="list-style-type: none"><li>• Promote the safety and well-being of students.</li><li>• Maintain good order and discipline among students.</li></ul> <p><b>Management of staff and resources</b></p> <ul style="list-style-type: none"><li>• Direct and supervise support staff where appropriate and, where appropriate, other teachers.</li><li>• Deploy delegated resources appropriately.</li></ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"><li>• Participate in arrangements for the appraisal and review of performance and, where appropriate, that of other teachers and support staff.</li><li>• Participate in arrangements for further training and professional development and, where appropriate, that of other teachers and support staff.</li></ul> <p><b>Communication</b></p> <ul style="list-style-type: none"><li>• Communicate effectively with students, parents and carers.</li><li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school.</li></ul> <p><b><i>The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</i></b></p>
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<b>General</b>	<ul style="list-style-type: none"> <li>• To demonstrate The King Edmund School values and promises ‘In Pursuit of Excellence’</li> <li>• To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body’s expectations of all staff and volunteers</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• To respect confidentiality at all times</li> <li>• To be familiar with the school’s policies, procedures and working practices and adhere to them as appropriate</li> <li>• To undertake any training and development commensurate with the post</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
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Post Holder name (in capitals)..... Date.....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*