



*"Where every person matters"*

## Job Description for Assistant Headteacher

**Post Title:** Assistant Headteacher: Whole School leadership with key responsibilities as per draft Interim Leadership Model

**Salary Scale:** Leadership Scale L10- L14

### **Main Purpose:**

The post holder is required to undertake the professional duties and responsibilities of a Assistant Headteacher, as set out in the current School Teachers' Pay and Conditions document

To promote the vision, values and core principles of the school, in line with agreed school policies;

To act as a strategic and operational lead for identified whole school priorities as directed by the Headteacher

To ensure all students at Redwood Secondary School are supported and challenged to secure good or better outcomes

To work in consultation with the Governing Board, to provide professional leadership which secures the success and improvement of the school, ensuring high quality education and care for all the students.

Be responsible for leading and coordinating areas of whole school development in conjunction with the Deputy Headteacher under the direction of the Headteacher.

Be responsible for the line management of staff within the appraisal structure.

Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

### **Supporting the Headteacher**

Play an active role in school strategic planning as a member of the Senior Leadership Team

Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school and play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.

In partnership with the headteacher, lead by example when implementing and managing change initiatives



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Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community

Work with the headteacher to raise standards through staff performance management  
Assist with the development and delivery of training and support for staff in the areas of teaching and learning

Lead the development and delivery of training and support for staff

Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils

Assist the deputy headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented

Support the headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality

Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school

Manage staff and resources as relevant to the post

Attend meetings of the Governing Body as deemed appropriate by the Headteacher

<b>Line Management:</b>	Responsible for - line management of specified teachers/HLTAs/TAs
<b>Liaising With:</b>	Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents
<b>Salary Scale:</b>	L10-14
<b>Working Time:</b>	Full time as specified within the STPCD
<b>DBS Disclosure Level:</b>	Enhanced
<b>SLT Responsibilities:</b>	To be decided upon appointment