

New Mills School

JOB DESCRIPTION

Post Title: Assistant Headteacher

Grade: MPS + Leadership 9-13

Responsible to: Head of School

Responsible for: Student Development Leader

Purpose of the job:

The core purpose of this post is to ensure that the progress of students is supported by leading significant areas within the school. Specific areas will be agreed with the successful candidate. These areas may include: internal and external exams, option process, strategic leadership and development of the Student Development team, student voice, development of student leadership, student & parent engagement, development and leadership of literacy & numeracy, strategic lead over the library, oversight of catch up funding, leadership of ITT and the early career framework.

Duties and Responsibilities

1. Shaping the Future

- Support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school
- Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.
- Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

2. Leading

As a small SLT Team, our Assistant Heads need to be able to adopt a wide remit and offer the flexibility and capacity to shift between different leadership briefs as the need arises. At this point in time the role is likely to include:

- Work with the headteacher to raise standards through staff appraisal
- Lead the internal and external examinations process, ensuring these contribute significantly to the progress of students, ensure compliance with JCQ and exam board regulations
- Lead the Y9 options process, ensuring all stakeholders are fully informed at every stage of the process (governors, SLT, teachers, students and parents)
- Lead the development and delivery of training and support for trainee teachers and NQTs which at least meets the requirements laid out in the Professional Mentors' handbook/DCC guidelines and recruit and support subject mentors.
- Develop the Early Career Support Programme for RQTs
- Lead the Student Development Team
- Co-ordinate Literacy and numeracy across the curriculum

The final remit will be decided related to the skills and experience of the successful applicant

3. Developing Self and Others

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Develop and deliver training and support for staff
- Participate in the selection and appointment of teaching and support staff as appropriate
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Ensure through leading by example the active involvement of staff in their own learning

4. Managing the organisation

- Assist the senior leadership team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
- Contribute to regular reviews of the school's systems to ensure statutory requirements are being met
- Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
- Be a proactive and effective member of the senior leadership team
- Contribute to the day-to-day effective organisation and running of the school
- To undertake any professional duties, reasonably delegated by the headteacher
- Attend relevant meetings with governors, extended leadership team and individual staff and produce reports when directed.

5. Securing accountability

- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance
- Contribute to the reporting of the school's performance to the school's community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

6. Strengthening community

- Assist the senior leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Attend meetings with parents and carers as appropriate to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Generic Job Description for all Teachers

The following job description is generic and applies to all teachers in our school. The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of students, the preparation and marking of their work, and the promotion of their progress and welfare. The professional duties which you may be required to perform may be found in the Teachers' Pay and Conditions Document. You will work under the reasonable direction of the Headteacher, whose responsibility it is to ensure that a reasonable balance in the workload of each teacher is maintained.

The post is one which requires the performance of the following particular responsibilities:

Planning, Teaching and Class Management

- Plan lessons carefully, having regard to the schemes of work.
- Set tasks which challenge students and ensure high levels of interest.
- Set high expectations.
- Set clear structures for lessons maintaining pace, motivation and challenge.
- Ensure students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- Evaluate their own teaching critically to improve effectiveness.

Monitoring, Assessment, Recording, Reporting

- Assess how well learning outcomes have been achieved and use them to improve specific aspects of teaching.
- Mark and monitor students' work and give feedback which sets targets for improvement.
- Assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the student is achieving.
- Prepare and present informative reports to parents.

All teachers will:

- Be expected to keep themselves up to date with recent education developments and to participate in INSET.
- Take part in break duty rotas and cover.
- Participate in the school system of lesson observations and quality assurance processes.
- Contribute to staff coaching.

All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

Signature of post holder _____ **Date** / /

Signature of headteacher _____ **Date** / /