

## Job Description for Assistant Headteacher L10 –L14

The Assistant Headteacher will work with the Executive Headteacher, the Deputy and Assistant Headteachers from the other Strathmore Campuses, staff, parents/carers, governors and the Auriga Academy Trust and local Children's Services, as appropriate. They will maintain and improve provision and outcomes for pupils across the school including the delivery of a curriculum appropriate to the needs of the pupils at Strathmore.

The Assistant Headteacher will, under the direction and support of the Deputy Headteacher, take overall responsibility and accountability within the Strathmore @ St Richard Reynolds campus of Strathmore School for the organisation, day-to-day management and conduct of the school as and when directed.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher by agreement, to reflect or anticipate changes in the job, commensurate with salary and title.

As well as day to day responsibilities for the management and organisation of the Strathmore at St Richard Reynolds campus (as agreed) the responsibilities of the Assistant Headteacher will include:

### **1 Strategic direction and development of Strathmore School.**

- 1.1 Under the overall direction of the Headteacher, play a major role in developing the strategic view for the school and its communities and in formulating the school improvement plan and school self-evaluation. Work with, and through, the respective senior leaders and governors in order to effect sustainable school improvement and efficient management of school resources which rapidly secures highly effective teaching, learning and achievement by pupils;
- 1.2 Contribute to planning for Strathmore @ St Richard Reynolds school's future needs and further develop and monitor the plans already in place;
- 1.3 Liaise with the partner schools to create, promote, evaluate and develop inclusive teaching and learning opportunities for pupils and staff from both schools and further develop positive relationships between Strathmore and existing/new partner schools;
- 1.4 Provide information, objective advice and support to the Headteacher to secure effective teaching and learning, improved standards of achievement, efficiency and value for money are met;
- 1.5 Work closely with the Headteacher, Head of Schools, Governors and School Business Manager in strategic planning, budget preparation and monitoring, and effective budget management;
- 1.6 Monitor, evaluate and review the impact of school policies, priorities and targets at Strathmore @ St Richard Reynolds, taking or advising action when necessary;
- 1.7 Contribute to the Self Evaluation Document for the school, ensuring that it is accessible to a range of audiences (enabling them to play their part effectively), is data-informed and clearly demonstrates the impact of the provision on outcomes for the students;
- 1.8 Help ensure that pupils and parents are well-informed about the curriculum, attainment and progress and about the contribution they can make to achieve school targets for improvement;

## **2 Teaching and learning**

- 2.1 Take a whole school responsibility for developing and promoting teaching and learning for pupils with specific SEND (e.g. ASD/SLD/PMLD/SLCN);
- 2.2 Provide leadership to facilitate cross-school working to enhance pupil outcomes;
- 2.3 Assist with the promotion, development and high quality delivery of a curriculum appropriate to the needs of the pupils at Strathmore. Contribute to organising and implementing its assessment, monitoring and evaluation in order to identify and act on areas for improvement;
- 2.4 Create and maintain an effective partnership with parents/carers to support and improve pupils' achievement and personal development;
- 2.5 Work with the Head of School to create and maintain environments which promote and secure good teaching, effective learning, high standards of achievement and good behaviour for learning throughout school;
- 2.6 Where required, undertake a teaching commitment providing a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement;

## **3 Leading and managing staff**

- 3.1 Help create and develop an ethos and culture in which all staff recognise that they contribute to and are accountable for the success of the school including improving the quality of education provided and standards achieved and ensuring that constructive working relationships are formed and maintained;
- 3.2 Plan, allocate, support and evaluate work undertaken at Strathmore @ St Richard Reynolds by individuals, groups and teams, ensuring that there is clear delegation of tasks and devolution of responsibilities;
- 3.3 In collaboration with the Head of School, manage and monitor the use of staff and resources effectively and efficiently;
- 3.4 Assist the Deputy Headteacher in monitoring and supporting the work of the staff team to identify individual and institutional staff training needs and requirements and the sharing of expertise, ensuring the implementation of statutory and local frameworks for staff appraisal;
- 3.5 Contribute to motivating and enabling teachers, including school leaders, curriculum leaders and support staff to develop expertise in their respective roles through high-quality continuing professional development;
- 3.6 Sustain motivation of self and other staff;
- 3.7 Ensure that professional duties are fulfilled, as specified in the most recent Terms and Conditions of Service of Teachers, in line with teaching standards (2012);

## **4 Community**

- 4.1 Work closely with the main contact person at St Richard Reynolds College. Liaise with the named contact to develop and further the partnership working and inclusion activities and opportunities for the benefit of the pupils and staff from all schools;
- 4.2 With the Heads of School, work collaboratively with Therapy and other Health colleagues to maximise their input and impact with pupils and to contribute to service specifications and reviews for commissioners;
- 4.3 With the Auriga Academy Trust, contribute to developing and participate in delivering Outreach CPD and support for staff, schools, colleges and businesses across the community;
- 4.4 Work with the Headteacher to develop a school culture which continues to promote equality and diversity and reflects its wider community;
- 4.5 Collaborate with other agencies to facilitate the access for parents and carers, partner organisations, community groups, businesses or other organisations into Strathmore at St

Richard Reynolds to enrich the academic, spiritual, moral, social, emotional and cultural wellbeing of the pupils and their families;

- 4.6 Co-operate and work with relevant agencies to protect children. Be the Deputy Designated Lead Professional for Safeguarding for the Strathmore at St Richard Reynolds Campus, keep up-to-date with relevant legislation and guidance and monitor and advise the Head of School on issues relating to pupil safeguarding and wellbeing following the child protection procedures adopted by the school;
- 4.7 Be joint lead of the Behaviour & Wellbeing team at Strathmore, attending training to qualify as an advanced Team Teach instructor. Support the Leadership to understand patterns regarding challenging behaviour and support staff to appropriately support pupils manage their own behaviour.
- 4.8 Work in partnership with the Auriga Academy Trust and Local Governing Body, attending meetings of the Strathmore/Partner Schools' Governing Bodies and Committees as directed;

**General:**

- To undertake, as necessary, the full range of professional duties of the Headteacher as agreed and appropriate in the absence of the Headteacher and Deputy Headteacher/Heads of School;
- Undertake any professional duty of the Headteacher which may be delegated;
- The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.