

Assistant Headteacher - Highfield / Meadow Settings

Post title:	Assistant Headteacher
Pay range:	L 6-10
Line manager:	Deputy Headteacher
Supervisory responsibilities:	Staff deployed within the setting
Role	Permanent - Full Time (casual car user)
Teaching Commitment	0.4
Key Purpose of the post:	
<ol style="list-style-type: none"> 1. Under the overall direction of the Headteacher: <ul style="list-style-type: none"> ○ Play a significant role in formulating the aims and objectives of the team and establishing the policies through which they are to be achieved ○ To work effectively as a member of the Leadership Team in supporting colleagues and contributing to team improvement ○ Have overall responsibility and accountability for the setting, ensuring curriculum continuity, consistency, balance, match and progression ○ Have an impact on personal, social, emotional and educational progress of the pupils educated at the provision ○ Take responsibility for <ol style="list-style-type: none"> i. promoting a safe and healthy learning environment, ii. managing safeguarding issues in collaboration with partnership staff and the Designated Safeguarding Lead for the OHS, iii. promoting a safeguarding culture; 2. Give direction and guidance to staff across the setting by providing an environment that facilitates and encourages high standards of: <ul style="list-style-type: none"> ○ Leadership and management ○ Teaching, learning and assessment ○ Outcomes and quality assurance 3. Act as a role model to staff by: <ul style="list-style-type: none"> ○ Carrying out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document and the OHS own specific policies ○ Being an excellent classroom practitioner and act as a role model for other teaching staff and support staff with planning, delivery, assessment and reporting ○ Having an impact on educational progress beyond your assigned pupils ○ Working as part of the Leadership team in contributing to team and whole school improvement ○ Assisting in the smooth running of OHS at all times. 	
Specific roles/responsibilities of the post:	
<p><i>The AHT is responsible for the day to day provision delivered across their setting:</i></p> <ol style="list-style-type: none"> 1. Quality of Education including: <ol style="list-style-type: none"> (a) Ensuring high quality curriculum offer and implementation across the setting; (b) To support the DHT Q of E in the implementation of the OHS T&L Monitoring Cycle; (c) Ensuring that pupils are placed on an appropriate, bespoke learning pathway on admission to the setting which is reviewed regularly; 2. Leadership & Management including: <ol style="list-style-type: none"> (a) To draw up an Annual Action Plan that outlines the areas for development in the setting; (b) With the DHT Q of E, create a timetable that ensures teachers and HLTAs are deployed effectively to meet the needs of the pupils; (c) Implement agreed setting specific routines and practice alongside agreed OHS policies and practices ensuring staff compliance; (a) Lead on quality assurance mechanisms across the setting with regards to pupil and parent feedback; 3. Personal Development & Wellbeing, Behaviour & Attitudes including: <ol style="list-style-type: none"> (a) Ensuring that pupils are prepared for the next steps in their learning journey when discharged from the OHS; (b) To lead the design and implementation of the personal development curriculum including values based PSHE across the setting; 	

- (c) Lead on managing relationships with parents and carers in order to improve outcomes for their child(ren).

In addition, each AHT will have specific responsibilities that compliment their role that will be agreed at time of appointment. Additional responsibilities will reflect the needs of the schools and skills of the postholder.

Duties and responsibilities

<p>Shaping the Future</p>	<ul style="list-style-type: none"> (a) Support the Headteacher in establishing an ambitious vision and ethos for the future of OHS (b) Play a major role in team development by participating in the Leadership Team activities, taking responsibility for actions and self-evaluation / planning processes through agreed priorities. (c) Play a major role in the service improvement by participating in the Multi-Disciplinary Team activities through agreed priorities. (d) Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate. (e) Lead by example to motivate and work with others. (f) In partnership with the Head teacher and leadership team, lead by example when implementing and managing change initiatives. (g) Promote a culture of inclusion within the OHS community where all views are valued and taken into account.
<p>Leading teaching and learning</p>	<ul style="list-style-type: none"> (a) Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the team. (b) Assist with the development and delivery of training and support for staff in the areas of teaching and learning. (c) Assist with the development and delivery of training and support for staff. (d) Assist with 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. (e) Assist the leadership team in managing the team through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented. (f) Support the leadership team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the team, to ensure a consistently high quality. (g) Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the team. (h) Ensure robust evaluation of OHS performance indicators, progress data and actions to secure improvements comparable to appropriate national standards. (i) Ensure through leading by example the active involvement of pupils and staff in their own learning.
<p>Developing self and others</p>	<ul style="list-style-type: none"> (a) Support the development of collaborative approaches to learning within the setting team and beyond. (b) Support the induction of setting staff new to OHS and those being trained within the team as appropriate. (c) Participate in the selection and appointment of teaching and support staff as appropriate. (d) Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn. (e) Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting in the teaching base. (f) Take responsibility and accountability for attendance of pupils and strategies for improving attendance where appropriate. (g) Work with the leadership team in ensuring an appropriate programme of professional development for staff, in line with the team improvement plan and performance management including coaching and mentoring as appropriate.

	<p>(h) Lead the annual appraisal process for identified staff.</p> <p>(i) Participate in the teacher's performance management process.</p>
Managing the organisation	<p>(a) Contribute to regular reviews of the OHS systems to ensure statutory requirements are being met.</p> <p>(b) Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication.</p> <p>(c) As appropriate and under the leadership of the Headteacher, undertake activities related to professional, personnel/HR issues.</p> <p>(d) Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability according to OHS procedures</p> <p>(e) Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the team.</p> <p>(f) Liaise effectively with the other Leaders of Learning to ensure consistency and sustainability of provision across the settings</p> <p>(g) Be a proactive and effective member of the Leaders of Learning in contributing to team improvement.</p> <p>(h) Contribute to the day-to-day effective organisation and running of OHS.</p> <p>(i) To undertake any professional duties, reasonably delegated by the Headteacher.</p>
Securing accountability	<p>(a) Support the Headteacher, Leadership Team colleagues and staff in fulfilling their responsibilities with regard to OHS performance.</p> <p>(b) Contribute to the reporting of the team's performance to the OHS stakeholders.</p> <p>(c) Promote and protect the health and safety welfare of pupils and staff.</p> <p>(d) Take responsibility for promoting and safeguarding the welfare of children and young people within OHS.</p>
Strengthening community	<p>(a) Assist the leadership team in developing the policies and practice, which promote inclusion, equality and the extended services that OHS offers.</p> <p>(b) Develop and maintain contact with all specialist support services and other agencies and schools as appropriate</p> <p>(c) Promote positive relationships and work with colleagues in other schools, colleges, teams, and external agencies.</p> <p>(d) Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.</p> <p>(e) Attend meetings with provision staff, schools, parents and carers as appropriate to ensure positive outcomes for all parties.</p> <p>(f) Strengthen partnership and community working.</p>
<p>In addition to the specific responsibilities outlined above, the Assistant Headteacher will be expected to:</p>	
<ul style="list-style-type: none"> ● Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture ● Support the aims and ethos of the school ● Set a good example in terms of dress, punctuality and attendance ● Take on any additional responsibilities which might from time to time be agreed with the Headteacher ● Build strong links with parents and carers ● Uphold the school's behaviour code ● Participate in and where appropriate lead staff training ● Attend and where appropriate lead team, SLT and staff meetings ● Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools ● Take appropriate responsibility for own health, safety and welfare 	