

## ASSISTANT HEADTEACHER ROLE PROFILE

<b>POST TITLE</b>	<b>ASSISTANT HEADTEACHER</b>
<b>Purpose:</b>	To support the Headteacher and the rest of the Senior Leadership Team in the overall leadership and management of the school.
<b>Reporting to</b>	Headteacher
<b>Responsible for:</b>	Staff within the chosen significant curriculum area(s) – to be agreed
<b>Liaising with:</b>	Heads of Year (HOYs), Deputy Heads of Year (DHOYs), Parents/Carers, Tutors, Headteacher, other senior staff, other Curriculum Leaders, teachers, support staff, SENCO and relevant non-teaching staff.
<b>Working Time:</b>	195 days per year. Full time.
<b>Salary/Grade:</b>	L12 – L16
<b>Disclosure level:</b>	Enhanced
<b>Responsibilities</b>	<p>The responsibilities of the new role will be dependent upon the skills of the appointed person but will be in one of the following: -</p> <ol style="list-style-type: none"> <li>1. <b>Curriculum Development and Improvement:</b> Overseeing and improving aspects of the curriculum, ensuring high-quality teaching and learning are delivered across the school.</li> <li>2. <b>Staff Management and Development:</b> Supporting the recruitment, professional development, and performance management of staff. This includes providing guidance and support for teachers and other staff members.</li> <li>3. <b>Pupil Welfare and Behaviour Management:</b> Ensuring that policies around student welfare, behaviour, and discipline are upheld and that a positive school culture is maintained.</li> <li>4. <b>Monitoring and Evaluating School Performance:</b> Regularly reviewing and analysing school performance, using data to improve student outcomes, teaching standards, and overall effectiveness.</li> <li>5. <b>Collaboration with Stakeholders:</b> Working with parents, governors, and other stakeholders to improve student experience and community engagement.</li> </ol>
<b>Staff Development/ Recruitment and Deployment:</b>	<ul style="list-style-type: none"> <li>• Work with appropriate personnel to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs.</li> <li>• Undertake Performance Management Reviews and act as a reviewer to at least one member of staff.</li> <li>• Ensure that relevant personnel are accountable for their roles whilst being valued for their positive input.</li> <li>• Participate in the interview process when required and ensure effective induction of new staff in line with College procedures.</li> <li>• Promote teamwork and motivate staff to ensure effective working relations.</li> <li>• Share good practice with other faculties/departments to promote high standards throughout the College.</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• Ensure the effective operation of quality control systems.</li> <li>• Establish the process of setting targets and predictions across the College and work towards their achievement in line with College procedures.</li> <li>• Establish high, common standards of practice across the College and develop the effectiveness of the teaching and learning policy.</li> <li>• Contribute to the College procedures for lesson observation.</li> <li>• Monitor and evaluate curriculum and assessment provision in line with agreed College procedures.</li> <li>• Seek/implement modification and improvement where required.</li> <li>• Ensure the quality assurance procedures meet the requirements of Self Evaluation and the College Improvement Plan.</li> <li>• Work with the Headteacher in liaising with the link- governor regarding review, self-evaluation and development planning.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• Produce the data required for the termly Headteacher report</li> <li>• In liaison with the Data Manager, produce regular data to support the work of raising standards</li> <li>• Provide the Governing Body with relevant information relating to the area's performance and development.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Collaborate within and beyond the College regarding developments.</li> <li>• Ensure effective communication/consultation with pupils and parents/carers.</li> <li>• To liaise with other schools and other relevant external bodies.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• Contribute to the College liaison and marketing activities, eg the collection of material for press releases.</li> <li>• Attend Parents' Evenings, Open Evenings and other College events.</li> <li>• Communicate positively and professionally at these events.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.</li> </ul>
<b>Pupil Welfare:</b>	<ul style="list-style-type: none"> <li>• Monitor and support pupil progress and development.</li> <li>• Contribute to PSHE, citizenship and enterprise according to College policy.</li> <li>• Ensure the Behaviour Management system is implemented so that effective learning can take place.</li> <li>• Foster and maintain high standards of effort and discipline amongst pupils by the use of appropriate College based rewards, negotiated goals and sanctions.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. Will teach 20 out of 58 lessons in a fortnight (See QTS/UPS role profile).</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the College Community, to support its distinctive mission and ethos and encourage/ensure staff and pupils follow this example.</li> <li>• Attendance at directed/calendared College meetings.</li> </ul>
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• Continue personal development as agreed.</li> <li>• Engage actively in the performance review process.</li> <li>• Lead departmental Meetings &amp; attend Governor meetings as the Headteacher representative.</li> <li>• Undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> </ul>	