



# Saxon Wood School

## Job description: assistant headteacher

### Main purpose

The assistant headteacher will support the headteacher in:

- › Communicating the school's vision compellingly and supporting the headteacher's strategic leadership
- › The day-to-day management of the school
- › Formulating the aims and objectives of the school
- › Establishing policies for achieving these aims and objectives
- › Managing staff and resources to that end
- › Monitoring progress towards meeting the school's aims and objectives

The assistant headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

They may also be required to undertake any of the duties delegated by the headteacher.

### Duties and responsibilities

#### School culture and behaviour

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- › Create a culture where pupils experience a positive and enriching school life
- › Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- › Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance
- › Ensure a robust safeguarding ethos is maintained in a role as DDSL

#### Teaching, curriculum and assessment

Under the direction of the headteacher, the assistant headteacher will:

- › Establish and sustain high-quality teaching
- › Ensure the teaching of a broad, enriched and bespoke curriculum

- › Use valid, reliable and proportionate approaches to assessing pupil's knowledge and understanding of the curriculum.

## **Additional and special educational needs and disabilities (SEND)**

Under the direction of the headteacher, the assistant headteacher will:

- › Promote a culture and practices that allow all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEND
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs, and provide support and adaptation where appropriate
- › Make sure the school fulfils statutory duties regarding the SEND Code of Practice

## **Organisational management and school improvement**

Under the direction of the headteacher, the assistant headteacher will:

- › Establish and oversee systems, processes and policies so the school can operate effectively and efficiently
- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Ensure rigorous approaches to identifying, managing and mitigating risk
- › Ensure effective use of budgets and resources
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure school improvement strategies are effectively implemented

## **Staff management and professional development**

Under the direction of the headteacher, the assistant headteacher will:

- › Performance-manage middle leaders, teachers and support staff including carrying out appraisals and holding staff to account for their performance
- › Manage staff well, with due attention to workload
- › Ensure staff have access to appropriate, high-quality professional development opportunities
- › Keep up to date with developments in education
- › Seek training and continuing professional development to meet their own needs

## **Governance, accountability and working in partnership**

Under the direction of the headteacher or deputy headteacher, the assistant headteacher will:

- › Work with the governing board as appropriate
- › Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## **Other areas of responsibility**

### **Assessment**

Under the direction of the head teacher, the assistant head teacher will:

- Develop the quality of education across the school
- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and easy to communicate to pupils and parents/carers
- Track and analyse pupil performance data, paying particular attention to pupils who:
  - Are eligible for the pupil premium
  - Have SEN and/or disabilities
  - Speak English as an additional language (EAL)
- Plan and implement interventions for pupils who aren't progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively

## **Pastoral**

The assistant headteacher will:

- Establish and implement whole-school systems for pupil wellbeing
- Conduct pupil voice surveys to ensure pupils feel happy and safe in school, and champion the importance of pupil voice to other members of the senior leadership team (SLT)
- Provide staff with training and support so they can play a part in enhancing pupils' personal development
- Promote and evaluate the effectiveness of the school's behaviour policy and strategies
- Monitor pupil attendance and ensure it is continuously improving
- Analyse whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

Please note that this is illustrative of the general nature and level of responsibility of the role. It's not a comprehensive list of all tasks that the assistant headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Teaching experience within a special school</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Demonstrable experience of successful line management and staff development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• A commitment to upholding public trust in school leadership and maintaining high standards of ethics, behaviour and professional conduct</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Ability to build positive and respectful relationships across the school community</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position</li> </ul>

## Notes:

This job description may be amended at any time in consultation with the postholder.