



JOB DESCRIPTION – ASSISTANT HEADTEACHER

**The Westleigh School is committed to safeguarding and promoting the welfare of children
And young people and expects all staff and volunteers to share this commitment.**

Salary:	Leadership Scale L6 – L11 (negotiable)
Contract type:	Permanent
Responsible to:	Headteacher/Deputy Headteacher
Liaise with:	Headteacher/Deputy Headteacher/Assistant Headteacher, SENCo, teaching and non-teaching staff, Parents/Carers and relevant external agencies/professionals
Accountability:	To implement the school improvement plan and school evaluation document so that they have a positive impact on moving the school forward. Ensure that performance management protocols are consistently discharged.

JOB PURPOSE

- To uphold the vision and aims of the school.
- To work co-operatively with, and in support of, all adults in the school.
- To work with students in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.
- To raise standards of student achievement within the whole curriculum and to monitor, support and ensure student progress in a specific curriculum area.

The Role

- Deputise for the Headteacher or Deputy Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- To undertake a significant role in maintaining a high standard of 'Behaviour for Learning' within the framework of the school policy and supporting other staff as necessary.
- To support the Headteacher in the application of capability procedures should the need arise.
- Core and specific responsibilities as outlined.
- The strategic development of the school.
- Leadership, management and development of a specific area of the School Development Plan.
- The line management of designated curriculum areas.
- Overseeing student progress and attainment in a year group and support of the Learning and Pastoral Support Officer as required.

Core Responsibilities

- To fulfil the requirements of a classroom teacher to Core and Post Threshold standards.
- To work as a member of the Strategic Leadership Team.
- To share a common vision for the school and participate in the school's strategic planning and implementation.
- To undertake specific professional responsibilities and duties which help provide professional leadership and management of staff within the school.
- To assist in, and to have the opportunity to lead in, the forward-planning and smooth running of the school, through regular Strategic Leadership Meetings.
- To be responsible, with other members of the SLT, for creating a rational, just and firm sense of order within the school by consistently reaffirming and enforcing core values.
- To ensure that the character and reputation of the school is highly regarded and maintained.
- To encourage staff, by personal example, to participate in all aspects of school life.
- To attend all meetings relevant to the post and to update the Headteacher and Governors as required.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the school, through regular monitoring and coaching and by personal example.
- To perform the duties of Performance Management Reviewer for identified teachers and leaders:-
 - Reviewing annually the performance of these teachers/leaders and setting new objectives in line with school policy and procedures.
 - Making recommendations on pay progression based on school policy and consistently applied standards to the Governors Pay Committee where appropriate
- To contribute to the delivery of assemblies.
- To Line Manage curriculum areas and a year group as required by the Headteacher.

Working with Stakeholders

- To provide oral and written reports for Governing Body as required.
- To participate in recruitment and selection, as agreed with the Headteacher.
- To liaise effectively with parents and carers to ensure good relationships between Westleigh High and home in order to improve teaching, learning.
- To lead and manage working groups as appropriate.

Staff Development

- Work alongside Senior Leaders and other staff to ensure that professional development needs are identified and that appropriate provision is delivered to meet such needs.
- Promote teamwork and collaborative working to motivate staff and to ensure effective working relations at a whole school level.
- Ensure the effective deployment of classroom support.

Communications

- Ensure effective communication with other staff at the school, external professionals, pupils and parents/carers as appropriate.
- Develop positive relationships with other schools and professionals within the local and wider locality, HE & FE, industry, examination boards and other relevant external organisations.

Marketing and Liaison

- Actively promote links with other schools and professionals within the local and wider locality and other relevant external organisations in support of curriculum enrichment across the school.
- Actively promote the development of effective subject links with other schools, organisations and the local community in support of whole school events, including Open Evening and other events which encourage parental engagement.
- Actively promote the development of effective cross-curricular subject links across the school community and with external agencies as appropriate.

Relationships

The post holder also interacts on a professional level with colleagues and will seek to establish and maintain professional relationships with them and to promote mutual understanding of the school curriculum with the aim of securing the highest standards in Teaching & Learning at the school.

All Job Descriptions at The Westleigh School complement the agreed pay and conditions for the relevant post. There is no intention to ask any employee to do anything that infringes their pay and conditions. The purpose of this Job Description is to clarify and sharpen the focus of the role of the postholder.

This job description will form part of an annual review through Appraisal to discuss your relevant professional development. This review will be between you and your Line Manager.

The Shaw Education Trust and the School's Academy Council Governing Body are committed to safeguarding and promoting the welfare of children.



This post is subject to Enhanced Disclosure procedures.