

**St Mary’s CE High School**

**JOB DESCRIPTION: Assistant Headteacher Standards (Learning)**

**Responsible to: Deputy Headteacher (Learning)**

**Scale: L14-L18**

**Duties:** The School Teachers’ Pay and Conditions Document (Part XIII) specifies the

general professional duties of all teachers. In addition, certain particular

duties are reasonably required to be exercised and completed in a

satisfactory manner.

**Post Holder:** This post is aimed at providing the post holder with an opportunity to

contribute to the Strategic Leadership of the school at the highest level, whilst

gaining experience to contribute significantly to personal professional

development.

### Personal and Professional Standards

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

All staff are to:

* support the aims and ethos of the school
* have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
* set a good example in professional dress and appearance, punctuality, and attendance
* take responsibility for personal development and training as a consequence of the performance review cycle
* attend team and staff meetings as appropriate, contributing actively whenever possible
* provide a courteous, prompt, and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
* actively contribute to the school’s mission statement by forming positive relationships within the school’s community and working collaboratively and in good humour with other colleagues as appropriate or when directed
* be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

### General Senior Leadership Responsibilities:

* To promote and contribute actively to the corporate status of the senior leadership team
* Support SLT and colleagues’ decisions, respecting the confidentiality of information where required to promote and actively seek positive working relationships with partners and outside agencies for the benefit of the school
* To undertake strategic planning which will aid the production and implementation of the Strategic Improvement Plan
* To undertake monitoring and evaluation functions (including internal evaluations) which will:
  + Highlight teachers’ professional strengths and areas for development
  + Identify strengths and successes in provision
  + Track developments in provision and evaluate their effectiveness
  + Contribute towards improvements in school structures, systems and policies
  + Identify areas where further development or improvement is needed
  + Inform decisions about student attainment and progress and identify student need
  + Enhance the quality of students’ learning and improve student attainment
* To hold other staff, including leaders and managers/post holders, to account against standards and agreed targets
* To respond to unplanned situations which arise in the daily running of the school
* To maintain excellent student discipline and support staff, especially in dealing with unexpected incidents or sudden crises and emergencies

### Core Purpose of an Assistant/Deputy Headteacher:

* To promote the Christian ethos of the school, through word and deed
* To lead and model the highest standards of education and learning
* To operate as a member of the senior leadership team and to deputise for the Headteacher or a Deputy Headteacher as directed by the Headteacher or Chair of Governors
* To provide professional strategic and operational leadership for identified aspects of the school
* To promote and safeguard the welfare of children and young persons
* To build upon the already established high quality of education by effectively managing teaching and learning and using personalised approaches to realise the potential of all students
* To maintain a culture that promotes excellence, equality and high expectations for all students
* To be accountable to the Governing Body and Headteacher in providing vision, leadership and direction for the school by ensuring that it is well managed and organised to meet its aims and targets
* With the Headteacher and Senior Leadership Team, to be responsible for evaluating the School’s performance and to identify the priorities that will lead to continuous improving and raising standards
* Actively seek and promote positive and creative solutions to challenges and opportunities
* To ensure equality of opportunity for all
* To ensure implementation of the School’s policies and modelling of the highest standards of behaviour and leadership and management
* To contribute to the sustaining, development, and review of policies, practices and structures that drive forward the school’s improvement
* Implement the School Strategic Improvement Plan with the school’s Christian character at its centre
* To use resources efficiently and effectively to ensure outstanding quality of provision that meets the needs of all students
* To make sure that leadership is successfully focused on achieving outstanding outcomes for all learners
* To use leadership to clearly direct improvement and promote the wellbeing of all learners, and staff, through high quality care and inclusive education
* To create a common sense of purpose among staff and stakeholders
* To attend and contribute to meetings of the Senior Leadership Team and other school meetings, preparing information, documents and reports as required
* To organise, set agendas, chair strategic meetings and produce minutes
* To support and attend whole school events providing leadership and management activities, e.g. Transition and Open Evenings, school productions, etc.
* To attend meetings of the Governing Body when requested and to prepare information, presentations and reports as requested
* To prepare evaluative/impact reports for the Headteacher, full Governing Body, School Improvement Partner (if applicable) and other committees/meetings as required
* To make a high-quality contribution to school Collective Acts of Worship and assemblies, provide support for general Collective Acts of Worship and assemblies and support staff with their leadership of Collective Acts of Worship and assemblies
* At all times to have a high profile proactively modelling the highest professional standards and presence around the school and take and equitable share of lunch time and break time supervision and general school and senior leadership team duties
* To actively promote a positive profile of the school and its work in the local community, including promoting all SMHS policies including those related to areas of responsibility
* To lead on production, monitoring and evaluation of policies related to areas of responsibility

### Specific Responsibilities: *(NB – in reference to PPG students in this job description it is also expected that the school’s ‘JAM’ students (the Just About Managing families) also receive support).*

* To be a champion for the PPG/HAP students across the school, creating systemic and long term changes through the work, with a combination of long-term strategies as well as short-term.
* To conduct the role through collaboration and wider reading (for instance both government guidance and reading around the subject), research and networking bringing new ideas and links with other schools/organisations (e.g. Sutton Trust).
* To provide strategic leadership and innovation in learning for those identified to receive the benefit of the Pupil Premium Grant.
  + Lead and manage strategies that ensure outstanding student outcomes at least equal to all other learners across all year groups.
  + To be part of the Teaching and Learning Team, supporting them in provision for PPG and HAP students
  + Lead and manage strategies that increase the outcomes of PP learners across the whole curriculum and develop purposeful, supportive and successful learning experiences for all.
* To provide strategic leadership and innovation in learning for those identified as Highly Able (High Prior Attainers, HPA.)
  + Lead and manage strategies that ensure outstanding student outcomes for identified learners in all year groups.
  + Lead and manage strategies that secure the highest outcomes of HA learners across the whole curriculum and develop purposeful, supportive and successful learning experiences (including cultural capital (enrichment/extra-curricular) and best of what has been said and done) for all.
  + Work with the 6th form team on transition of HAP and PPG students into the 6th form.
* To provide strategic leadership for the Transition arrangements between Year 6 and Year 7
  + Lead and manage engagement with feeder primary schools to monitor the progress and potential of all learners identified as joining SMHS
  + Lead and manage the team of staff who work on transition arrangements and events throughout the school year.
    - Ensure SLT are updated with the profile and characteristics of learners identified as joining SMHS to enable resourcing and organisation responds positively to needs.
  + Lead and manage all transition focussed events that support the process and present a positive representation of SMHS to the community and all its stakeholders.
  + Lead and manage any agreed programmes to prepare learners for life at SMHS and any resources needed to facilitate these.
* To be responsible for the spending of the PPG and robust evaluation of impact and liaising with finance over the distribution of funding.