



Heatherwood School

Job Description

Post Title: Assistant Headteacher

Grade: Leadership Pay Spine 6 - 10

Responsible To: Executive Headteacher, Head of School and Deputy Headteacher

Overall Responsibilities:

- Work within the senior leadership team on all aspects of leadership and management; ensuring the effectiveness of teaching and learning and continuous school improvement
- Contribute to the leadership of school improvement through: monitoring planning, work sampling and scrutiny, lesson observations, drop ins and learning walks, reporting outcomes and creating impact statements
- Contribute to the management of school by leading assemblies, staff meetings, arranging cover for absent staff, hosting and organising whole school events and training as required
- Support the recruitment and induction of staff
- Undertake the annual performance appraisal of the phase leaders and designated support staff
- Have a senior safeguarding role promoting the safety and wellbeing of all pupils
- Adhere to all health and safety regulations and carry out risk assessments as required
- Contribute to pupils' annual and person-centred reviews; chairing meetings and updating Education, Health and Care Plans as necessary
- Work with the Post 16 Lead to coordinate and manage the implementation of entry level qualifications, accreditation, work related learning and career programmes of study
- Work with the EYFS Lead to coordinate and manage an effective transition into school for all pupils
- Lead the pupils and staff on a daily basis, creating a nurturing learning environment with a family atmosphere, promoting high expectations and modelling excellent practice
- Coordinate extra curricula activities and learning opportunities
- Prepare and present information to Governors and a variety of audiences as required

Teaching and Learning:

- Demonstrate excellent classroom practice; identifying clear teaching objectives and methods of delivery and assessment
- Promote models of excellence by coaching, mentoring and supported self-evaluation for teaching and support staff
- Support the implementation of research and evidence-based approaches to teaching and learning
- Promote a culture and ethos of challenge and support where all pupils have a voice, achieve success and become highly engaged in their own learning
- Establish effective working relationships and set a good example to others through presentation and professional and personal conduct
- Contribute to the ongoing development and review of the whole school curriculum and assessment systems
- Coordinate a curriculum area
- Actively evaluate own practice and identify opportunities for relevant professional development
- Deploy and direct the work of classroom staff to maximum effect for all pupils, and identify any areas for development
- Lead the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Implement systems for the collection of useful, timely, and accurate assessment data to track pupil progress and raise achievement and attainment
- Participate in CPD and training activities to continue own professional development and to continually enhance practice within school.

1) As appropriate the postholder's duties must be carried out in compliance with the following:

The School Teachers pay and conditions document
NEXUS Trust's Equal Opportunities Policy and Strategy,
Information Security Policies,
Financial Regulations and Standing Orders,

Health and Safety at Work Act (1974) (and subsequent health and safety legislation).

School policies and procedures

2) These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.