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**Pathways School**

**Assistant Head Teacher - Job Description & Person Specification**

**Job details**

**Job title:** Assistant headteacher

Salary:L7-11

**Hours:** 195 days

**Contract type:** Full Time

**Reporting to:** Head of School

**Responsible for:** Middle Leaders, Teachers and Support Staff where appropriate

**Main purpose**

The assistant headteacher, under the direction of the Head of School and the Executive Principal, will take a role in:

* 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 the achievement of the school’s aims and objectives
* The assistant headteacher will also have a timetabled teaching commitment as required complying with the teachers’ standards and modelling best practice for others.
* They may also be required to undertake any of the duties delegated from the Head of School / Executive Principal.

**Duties and responsibilities**

**Leadership**

Under the direction of the Executive Principal, Head of School:

* Support the head of school and deputy headteacher in the day-to-day management of the school
* Communicate the school’s vision compellingly and support the headteacher’s strategic leadership
* Lead by example, focusing on providing excellent education for all pupils
* Lead on particular whole-school strategies and policy areas
* Build positive relationships with members of the school community
* Keep up to date with developments in education
* Seek training and continuing professional development to meet own needs
* Be part of the schools senior leadership team

**Managing staff**

Under the direction of the Executive Principal, Head of School:

* Assist with the selection and recruitment of new teaching staff
* Performance manage middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance
* Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge
* Commit to their own professional development, proactively identifying development opportunities

**Modelling best practice for teachers**

* Demonstrate excellent performance against parts one and two of the teacher’s standards: teaching and personal and professional conduct
* Implement strategies and initiatives to share best practice with others in the school, developing confidence and skills in others
* Model your area of leadership at all times
* Teach alongside colleagues to develop them

**Systems and processes**

Under the direction of the Head of School or Executive Principal

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Ensure the monitoring and evaluation cycle is planned and implemented with a direct link to staff training
* Plan, implement and evaluate the induction process
* Work with the governing board as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

**Phase Leader**

* Monitor the pastoral care for pupils and ensure they they are fully engaged in school life
* Ensure behaviour across the phase is positive and any issues are showing a reduction over time
* Ensure all pupils are making progress across the phase and that the team is using key school documents to support pupils’ learning

**Assessment**

* Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
* Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
* Plan and implement interventions for those pupils who are not progressing
* Ensure exam schedule is in place and the required procedures are followed
* Keep up to date with accepted best practice in the field of assessment, and advising others about this
* Providing training and support for teachers and support staff on administering the assessment system effectively

**Pastoral**

* Establish and implement whole-school systems for pupil wellbeing
* Conduct pupil voice surveys to ensure they feel happy and safe in school, championing the importance of pupil voice to other members of the senior leadership team
* 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
* Analysing whole-school data on attendance, behaviour, exclusions and wellbeing to inform future improvement strategies

**Other responsibilities**

The assistant headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The assistant head teacher will be required to implement and deliver on whole school documents including the school improvement plan and contribute towards the achievement and development of all the pupils.

**Person specification**

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| **Criteria** | **Qualities** |
| **Qualifications** | * Qualified teacher status Degree * Professional development in preparation for a leadership role |
| **Experience** | * Leadership and management experience in a school * High quality teaching experience * Involvement in school self-evaluation and development planning * Line management experience * Experience of contributing to staff development * Good knowledge of SEND * Evidence of impact on pupils’ learning |
| **Skills and knowledge** | * Understanding of high-quality teaching, and the ability to model this for others and support others to improve * Effective communication and interpersonal skills * Ability to communicate a vision and inspire others * Ability to build effective working relationships * Knowledge of secondary curriculum and exam coordination (advisable not essential) * Excellent knowledge of data analysis to drive school improvement |
| **Personal qualities** | * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Ability to work under pressure and prioritise effectively * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality |

**Notes:**

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

**Last review date:** October 2020

**Next review date:** September 2021