

George Mitchell School

Assistant Headteacher

(Safeguarding/Operations/Personal Development)

Job Description

Job Title: Assistant Headteacher (Safeguarding/Operations/Personal Development)

Reporting to: Headteacher

Line Manage: Careers Co-ordinator, Cover, Safeguarding, Modern Foreign languages

Grade: L11-L15 (£60,308 - £66,073)

Contract: Permanent

General

To carry out the duties and responsibilities, as required, as detailed in the most recent Schoolteachers' Pay and Conditions of Service Document. The following is a list of specific responsibilities that the post holder will be required to carry out in addition to the general responsibilities of a class teacher.

This job description is not necessarily a comprehensive definition.

Job Purpose:

The post holder will assist the Headteacher and the senior team in the leadership and management of the school and actively contribute to all aspects of school improvement. Under the overall direction of the Headteacher, the post holder will take full responsibility for the leadership and management of all aspects of the following in the Secondary:

- DSL (all through)
- Safeguarding Lead (All Through)
- CP/Safeguarding and Looked after children (Although Through)
- Counsellor
- Day to day cover (Secondary)
- Personal development (all through):
 - SMSC/FBV
 - Character development (PRIDE)
 - Cultural capital
 - Student leadership//student voice
 - Charities week

- Form time schedule
- Careers/WRL
- PSHE/RSE provision
- Supervision of MDAs (day to day)
- Duty Rotas
- Enrichment activities/cultural capital opportunities
- Cover Supervisors & temporary staff
- Oversight of visits, trips and extracurricular
- Oversight of student participation and student voice
- Oversight of Student Leadership

The post holder will assist and support the Headteacher to:

- shape the vision and direction of the school by setting out very high expectations for achievement and standards across both phases
- coordinate and collate all key documents relating to the school's curriculum
- liaise with Learning Leaders and the Senior Leadership Group where necessary
- help to maintain high standards of behaviour and discipline across the school including lunch and play times
- develop and maintain effective lines of communication throughout the school
- maintain and develop the ethos of the school, including the development of effective cross phase working

Senior Leadership Duties

1. Leadership and management.

- To play a significant role in leading and managing Curriculum provision across the secondary phase.
- To take responsibility for developing and monitoring policy and practice as laid down in the development plan.
- To contribute to the strategic development of the school as part of the SLG.
- To role model, as a member of the senior team, to the whole school community the expectations and aspirations for the school as set out in the development plan.
- To take responsibility for collating and preparing all key documentation regarding the secondary curriculum in preparation for the next school inspection.
- To take a leading role in promoting good relationships with parents, carers, and the community in the life of the school.
- To actively work with senior colleagues to further develop the all-through vision and practice of the school, from EYFS to Key Stage 4.
- To maintain an informed view of the quality of the curriculum across the secondary phase.
- To provide guidance and support to middle leaders and other staff in order to improve the quality of the school's curriculum.

- To support leaders with all aspects of organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered
- To take on responsibility for managing subject areas.
- To liaise closely with leaders to ensure continuity and progression across all key stages.
- To keep abreast of educational developments through own professional development.

Teaching and Learning

- To carry out teaching duties as agreed with the Headteacher providing a model of excellence for other colleagues

Other duties and responsibilities

- To attend daily and weekly meetings in accordance with school policy and lead meetings when required
- To prepare and present reports as required to stakeholders including parents, governors and outside agencies
- To plan, implement and monitor cross-phase collaboration with colleagues from the primary school.

Post holder's signature:.....

Headteacher's signature :.....

Date of issue: March 2023