**Job title: ASSISTANT HEADTEACHER**

**Accountable to: Headteacher**

**Salary: Leadership 12-16**

**Start Date: September 2021**

**JOB DESCRIPTION**

In addition to those professional responsibilities common to all classroom teachers of the school, the assistant Headteacher will be a member of the Leadership Team and, as such, play a full part in the management of the school. The postholder is accountable directly to the Headteacher. Specific responsibilities will be agreed with the successful candidate.

**Accountability for strategic leadership and operational management of aspects of the School Development Plan and whole school areas of responsibility**

* Deputy Designated Safeguarding Lead
* Building capacity amongst staff to deliver and sustain the highest quality outcomes
* Leading others in making an impact on the educational progress of all students
* Being accountable for project management to deadlines and engaging staff as appropriate; delegating, providing resources, and delivering the highest quality outcomes
* Being accountable for the management of funding or budgets related to areas of responsibility
* Being accountable for the continuing effective work of all staff for whom the postholder is responsible
* Reporting to the Headteacher and governors regularly and to attend governor meetings as required
* Acting as the key driver of development and change in a range of areas

**Significant contribution to the collaborative work of the Leadership Team.**

* Leading, with other members of the Leadership Team, the behaviour management of the school
* Contributing at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, financial administration, staffing and other matters
* Modelling the ethos and vision of the school
* Leading whole school assemblies
* Making a significant contribution to school self-evaluation
* Deputising for other members of the Leadership Team within the school and wider community, and assisting other members of the Leadership Team as appropriate
* Undertaking new tasks and personal development within the leadership role as preparation for deputy headship
* Ensuring creativity, innovation and other transformational activities to raise standards in all areas

**Accountability for leading and line managing other staff**

* Leading, developing and enhancing the teaching practice of others
* Ensuring that all students have equality of opportunity and can work to their optimum
* Coaching, developing and supporting leadership and management skills
* Monitoring and reviewing the work of a specific year team and curriculum areas and, in collaboration with Heads of Subjects developing systems, procedures and specific actions in response to identified needs
* Ensuring that the self-review of line management areas is consistent, systematic and sustained

**Accountability for delivering a range of other school responsibilities**

* Undertake specific, significant roles in the leadership and management of the school
* Develop, organise and hold colleagues accountable in their roles at all levels
* Ensure that the management of the school through these designated roles is efficient and effective
* Developing and promoting policies and procedures that ensure the school’s distinctive ethos is reflected in all learning activities
* Promoting the school’s ethos and culture to the broader community and beyond
* Other duties that might reasonably be required of an assistant headteacher
* Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children
* Compliance with the school’s Health and Safety Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description. This job description will be reviewed on a regular basis.

**PERSON SPECIFICATION**

The Headteacher and Governors of Verulam School are seeking to appoint a dynamic and innovative individual to join the Leadership Team in developing this school to outstanding.

1. **Qualifications**

* A good Degree and Teaching qualification
* Evidence of recent and relevant professional development

2. **Essential experience**

* A proven track record of raising standards in a whole school context and improving outcomes for pupils
* Leadership of a curriculum / pastoral area
* Leading innovation and monitoring and evaluating the impact
* Ability to evaluate and use data to aid improvement
* Evidence of involvement in the leadership and management of whole school issues
* Ability to lead and manage change

3. **Skills, knowledge and aptitude**

* A passion for boys’ education and academic excellence
* An outstanding teacher
* A knowledge and understanding of current issues affecting 11-18 schools
* The ability to think and plan strategically
* An effective leader and manager who works well with different teams
* Excellent interpersonal and communication skills – verbal and written

4. **Personal qualities**

* High expectations of self, all students and staff
* Ability to establish positive relationships with all stakeholders
* Ability to work calmly under pressure
* An effective team leader and member
* Drive and ambition