



GARTREE HIGH SCHOOL

Job Description

Assistant Headteacher L10-14

Job purpose

To assist and deputise for, the Headteacher in the leadership, management, organisation and conduct of the school.

To whom the postholder reports:

The postholder is responsible to:

- Headteacher in all matters
- The Governing Body in the Headteacher's absence

The postholder is also expected to lead colleagues on a professional level in order to promote a mutual understanding of the school curriculum and vision and its' impact on school policy and practice, with the aim of improving learning and teaching across the school.

The postholder will also be expected to network and liaise across the partner schools and wider partnerships to ensure a consistency of approach and best practice.

The persons line managed by the postholder:

Any members of staff the Headteacher delegates line management and responsibility for The coaching, mentoring and development of staff working in this area.

Objectives:

To realise the vision and purpose of the school and to raise standards by leading, inspiring and motivating staff through their own professional practice and conduct.

To take a strategic lead in the development of, and be accountable for, specific areas of the school's work and life and to advise and inform the Headteacher accordingly.

As a member of the Leadership Team, to contribute to the leadership and management of all aspects of the school.

Principal areas of responsibility:

- A. To ensure that the school's vision and purpose are realised.
- B. To maintain and up to date knowledge and understanding of school, local and national initiatives that will impact on the school's work and providing a lead and guidance in drawing up policies and practice.
- C. To continuously review and evaluate their particular areas of responsibility using the Self Evaluation Framework and advise and inform the Headteacher according.
- D. To contribute to the development, review and evaluation of the School Development Plan.

- E. To contribute to the continuous review and evaluation of the whole school's work through the Self Evaluation Framework.
- F. To develop and maintain, by example, effective, constructive relationships between staff, students, parents, partner schools, support agencies.
- G. To evaluate the training needs of staff through involvement in the learning and teaching review process in order to inform the whole school Professional Development programme.
- H. Assist with assemblies and parents' evenings.
- I. Attend Governors' meetings as appropriate.
- J. Monitor and evaluate the quality of teaching and learning through thorough and rigorous evaluative processes.
- K. Assist in the day to day smooth functioning of the school by supporting, leading and directing staff and taking charge of issues as they arise.
- L. Provide leadership, support and management for the duty teams at specified times during the week.

Leadership responsibilities specific to this post will be agreed on appointment and the job description will then reflect these responsibilities.

Additionally:

- To perform other such duties as may be requested by the Headteacher.
- To play a full part in the pastoral care, discipline and behaviour of pupils to ensure they feels safe, secure and valued.
- To be conversant with and implement school policies in response to national initiatives relating to all such issues.
- To take responsibility for his/her own professional development.