



Assistant Headteacher **Granta School, Job Description**

Title: Assistant Headteacher

Responsible to: Headteacher

Grade: L9 to L13

Purpose of Job:

1. To assist the Headteacher and Acting Deputy Headteacher in the day to day running of the school
2. To lead a class, with a 50% teaching timetable (this % may increase/reduce over time dependent on school need)
3. To work closely with the Senior Leadership Team to meet the strategic aims of the school
4. To promote a robust culture of safeguarding throughout the school and in all aspects of school life
5. To strategically lead and rigorously monitor strands of school development that have an impact across the whole school, including behaviour and pupil provision

Key responsibilities as a member of the Senior Leadership Team:

- To support and promote the school's ethos, aims and core values in order to promote the welfare, progress and continued development of the school and its children
- As part of the Senior Leadership Team monitor the quality of teaching and learning across the school, including the analysis of progress data
- To contribute to the strategic direction and improvement of the school, including updating the school's Self-Evaluation Form and the development, implementation and monitoring of school development plans based on school self-evaluation
- To share corporate responsibility for the wellbeing and behaviour of all children by implementing agreed school policies
- To ensure high standards of teaching and learning, behaviour, attendance and punctuality from pupils, in accordance with agreed school policy and practice
- To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
- Take an active role in recruitment of staff, as required
- To identify Continuing Professional Development needs of staff and lead Inset as necessary
- To work with and report to all stakeholders including parents/carers, Friends of Granta and governors, as appropriate
- To take on specific tasks related to the day-to-day administration and organization of the school as requested by the Headteacher and Acting Deputy Headteacher



PERSON SPECIFICATION – ASSISTANT HEADTEACHER

	Essential	Desirable	How identified
1. Qualifications You will have:	Qualified Teacher Status	Can clearly demonstrate preparation for a Senior Leadership position through relevant professional development.	Supporting Statement
2. Background and Experience You will have:	Substantial and successful teaching experience in a special needs school. Be an acknowledged outstanding classroom practitioner. Ability to lead, inspire, motivate and manage diverse groups of people. Proven high order leadership/management skills. Experience of leading and managing a team, ideally at senior or middle management level. Can clearly demonstrate in personal statement being <u>highly</u> successful and effective in current or most recent post. Demonstrate in your career to date your commitment and passion for ensuring the achievement of all students regardless of background and/or ability. ICT skills enabling you to audit, monitor and evaluate relevant data and information on students.	The experience of leading a whole school initiative, especially involving raising standards. Experience of training and developing staff. Recent experience of organising/leading high quality whole school CPD/INSET. Experience of working closely with the wider community - outside agencies - other schools. Demonstrate commitment to a school through involvement with extra-curricular activities. Demonstrate contribution to a school's wider community.	Supporting Statement Selection process



	Essential	Desirable	How identified
<p>3. Professional knowledge and understanding You will have knowledge and understanding of:</p>	<p>The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for <u>ALL</u> students.</p> <p>The ability to demonstrate up-to-date awareness of current educational thinking, issues and initiatives - particularly as regards their own areas of professional expertise.</p> <p>Well developed skills and abilities to monitor and evaluate areas of school middle leadership and management and its impact. To be able to identify under-performance and clearly demonstrate the knowledge, skills and strategies to address this.</p> <p>The ability to demonstrate clearly what makes an effective and dynamic senior leader in a school, including the essential characteristics of an effective senior leadership team.</p> <p>Can expound a clear understanding and vision for what makes a successful school.</p>	<p>A deep understanding of different leadership styles and coaching strategies and experience of successfully using them in appropriate situations.</p>	<p>Supporting Statement</p> <p>Selection process</p>



<p>4. Skills You will:</p>	<p>Manage a classroom well and have the ability to teach outstanding lessons.</p> <p>Demonstrate, with examples, the ability to initiate, lead and manage change to a successful conclusion.</p> <p>Have good ICT skills.</p> <p>Articulate your vision clearly and secure commitment.</p> <p>Communicate effectively through various media formats, with the Headteacher, other staff, students, parents and other stakeholders.</p> <p>Devolve responsibilities and delegate tasks as appropriate.</p> <p>Think creatively and imaginatively to anticipate and solve problems and identify opportunities.</p> <p>Inspire and motivate others.</p> <p>Consistently meet deadlines.</p> <p>Set standards and provide a role model for students and other staff.</p> <p>Chair meetings effectively.</p> <p>Have the ability to take on numerous roles within a team to enable it to function efficiently.</p>	<p>Develop people through appropriate support and challenge.</p> <p>Be an inspiring public speaker.</p>	<p>Supporting Statement</p> <p>Selection Process</p>
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5. Personal Qualities	<p>An individual with energy, vigour and perseverance around the school.</p> <p>Willingness to take interest in own professional development.</p> <p>Self-confident, can take difficult decisions and have an inner strength and resilience.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Very strong interpersonal skills and works well in a team.</p> <p>Decisive. Open to advice and constructive criticism.</p> <p>Supportive of colleagues.</p> <p>Enthusiastic - displays drive and determination.</p> <p>High integrity - honest, trustworthy and reliable.</p> <p>Discreet, diplomatic and tactful.</p> <p>Creative and 'thinks outside the box'.</p> <p>Analytical.</p> <p>Optimistic and positive.</p> <p>Enjoys working with young people and adults.</p> <p>Ability to 'switch off', relax, 'chill out' and re-charge batteries!</p> <p>A good sense of humour absolutely essential!!</p>		Supporting Statement Selection Process
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	Essential	Desirable	How identified
6. Attitude: You believe in:	Equal opportunities & holistic education of a whole individual. The creative quality of individuals. A positive view of behaviour management. Promoting a positive image of the school. A work/life balance. An educational philosophy that compliments that of the School's Governing Body and Senior Leadership Team.		Selection Process
7. Personal Presentation	Good personal, professional presentation		Selection Process