Job Description – Assistant Headteacher (Culture & Character)

Prime purpose:

- To take responsibility for the leadership and management of a variety of whole school areas
- To line manage designated staff
- To share responsibility for the daily administration and management of the school
- To contribute to the all-round success of the school
- To promote and be involved in the wider life of the school community

Responsible to:

- Senior Assistant Headteacher or Headteacher

Leading/Managing Policy

- Contribute as a member of the Leadership Team to the development of the strategic direction of the school
- Lead on specific whole school initiatives
- Monitor, review and evaluate the work of teams and individuals in the context of school policies and plans
- Implement and support behaviour management systems in line with school policies
- Support Governors in their policy development and monitoring roles by servicing sub-committees and Governor meetings as necessary
- Ensure that policies and practices are inclusive

Leading/Managing People

- Have a visible presence around the school during the day
- Advise the Headteacher, Leadership Team and Governors on staffing appointments
- Establish, lead and chair as necessary, meetings of groups of staff
- Take a full and committed part in your own performance management, as well as those of your team members
- Set performance appraisal review and development objectives for an agreed group of staff and to monitor performance against those objectives in line with school policy
- Advise the Leadership Team of the performance of staff, ensuring that good practice is recognised and praised and that any potential areas for development can be managed
- Provide advice and guidance for staff in terms of their development within the profession
- Assist with the effective induction of new staff as required
- Undertake regular whole school assemblies throughout the year
• Be seen as a role model in terms of industry, innovation, commitment and the positive impact upon children’s lives and education

Culture & Character

• Lead, manage and develop the school’s culture and character so that pupils leave Lea Manor with high levels of independence
• Develop a strategy for Inclusion that ensures identification of pupils with additional needs and allocation of provision procedures are in place
• Develop a strategy for building a culture of lifelong learning, that includes working within the wider community
• Establish and disseminate strategies that support all staff in their work with pupils
• Identify the training needs of staff and organise/coordinate INSET and CPD
• Identify and lead support groups that support pupils in becoming lifelong learners
• In consultation with the Headteacher, deploy staff to ensure both best coverage of pupils and that individual needs are met

Managing Resources

• Monitor health and safety practice and report any issues to relevant staff
• Monitor the management of accommodation and resources, in order to promote the creation of a stimulating learning and teaching environment
• Manage budgets for your areas of responsibility

External Relations

• Represent the school and its interests in meetings and other relationships with parents, members of the community, the DfE and a wide range of organisations and agencies
• Participate and play a lead role in planning for designated major school events such as Open Evening and other major school events in the absence of the Headteacher or Senior Assistant Headteacher, to liaise with appropriate authorities and advise on such decisions as may be necessary to ensure that the school can continue to function in a safe and effective fashion, taking account of agreed policies and working practices

Line Management

• The line manager will be identified on appointment and will carry out the post holder’s performance appraisal. Line management might change as a result of staff changes/post changes
• Formal line management meetings will take place at the request of either the line manager of the post holder
• The Assistant Headteacher will also report to the relevant Subject Leader for their teaching responsibilities
Supervision

- The majority of this work will be undertaken with minimum supervision. Matters of policy are discussed as the need arises with the line manager by whom work is also monitored.

Safeguarding Children

- The school is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process.

Additional Information

- All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school where appropriate.
- Lea Manor High School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from the Headteacher/manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description.
- This is a job description only and is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment, after consultation with the post holder.

Contracted Hours and Pay Scale

- Full time L11 - L15 on the Leadership Pay Spine.
The Disclosure & Barring Service

Because of the nature of the job, it will be necessary for an Enhanced Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up any failure to disclose such convictions will result in dismissal or disciplinary action by the school.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with CRB Code of Practice, which can be accessed from the Children and Learning Department, HR Division, or on www.disclosure.gov.uk

‘CVs will not be accepted for any posts based in schools.'
Person Specification - Assistant Headteacher

This is an important post in terms of ongoing school improvement and for this reason it is at Assistant Headteacher level. You will be invited to join our Senior Leadership team and you will play a key role in raising standards.

You are asked to demonstrate in your supporting statement that you match the person specification.

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<tr>
<th>Attribute</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications:</td>
<td>• Honours degree and Qualified Teacher Status (QTS)</td>
<td>• Post graduate qualification</td>
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<td>• Evidence of relevant professional development related to whole school leadership issues</td>
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<td>Knowledge and Experience:</td>
<td>• A proven track record in raising achievement within his/her own teaching</td>
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<td>• Experience of raising achievement through intervention in teaching processes</td>
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<td>• Statutory education frameworks</td>
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<td>• Strategic planning processes</td>
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<td>• Able to recognise and model outstanding classroom practice</td>
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<td>• Detailed understanding of Ofsted criteria</td>
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<td>• Coaching and mentoring strategies to support staff development</td>
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<td>• The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve student progress</td>
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<td>• Models of effective professional development for staff</td>
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<td>• Experience of a curriculum leadership role</td>
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<td>• Timetabling experience</td>
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<td><strong>Leadership and Management:</strong></td>
<td><strong>Skills and Abilities:</strong></td>
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<td>• Experience of leading and motivating a successful team</td>
<td>• Ability to see things through to completion</td>
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<td>• Ability to contribute to the strategic direction of the school</td>
<td>• A reflective practitioner able to evaluate practice and embed a process of continuous improvement</td>
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<td>• Ability to develop and implement operational policies to deliver the strategic vision for school</td>
<td>• An inspirational style that imparts confidence, motivates staff, parents / carers and students</td>
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<td>• Leadership and management skills to improve and maintain level of attainment and success</td>
<td>• Ability to analyse and interpret information to make informed decisions and exercise good judgment</td>
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<td>• Excellent classroom practitioner who can lead by example</td>
<td>• Ability to create and maintain strong supportive relationships with staff, parents / carers, students,</td>
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<td>• Ability to motivate students and staff</td>
<td>• Ambition to progress</td>
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<td>• Ability to lead, coordinate, delegate and empower</td>
<td>• Ability to manage work-life balance and own well-being</td>
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<td>• Experience of carrying out staff performance reviews and acting on any issues that arise from the reviews</td>
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<td>• Ability to manage change and work under pressure of changing circumstances</td>
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| the community and governors | • Ability to be innovative, creative and tenacious  
|                           | • The ability to lead, challenge and support others  
|                           | • Skills, experience and ability to promote high quality teaching and learning across the curriculum |

| Personal Qualities: | • An exceptional role model with high standards of integrity and approachability  
|                    | • A ‘team player’  
|                    | • Highly motivated, ambitious, and upbeat  
|                    | • Calm under pressure with a good sense of humour  
|                    | • Flexible and collaborative |

| Safeguarding: | • Evidence of a commitment to promoting the health, welfare and safeguarding of children  
|              | • Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school |

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

(i) Equal Opportunities  
(ii) Health and Safety  

_The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service_.

_CVs will not be accepted for any posts based in schools._