



Job Description

Job Title:	Assistant Headteacher		
Location	St Hild's Church of England School	Pay range	L11 -L15
Date:	March 2024	Status:	Final
Responsible to:	Deputy Headteacher		
Responsible for:	Attendance and Behaviour		
Job purpose:	As a teacher on the leadership group pay range, contribute to formulating the aims and objectives of the school, establishing the policies and practice through which they are to be achieved, managing staff and resources and monitoring progress towards their achievement. Within the trust's vision inspire pupils, colleagues, parents, the Diocesan Education Board, stakeholders and the wider community.		

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

1. To carry out the professional duties of an Assistant Head Teacher as set out in the School Teachers' Pay and Conditions Document.
2. As a member of the St Hild's Senior Leadership Team, to ensure the effective day-to-day management of the school and lead, motivate and inspire pupils, staff, parents and the wider community.

Educational leadership and management

3. Contribute to the school's self-evaluation and the development, implementation and evaluation of appropriate school improvement strategies and plans by working collaboratively with the Headteacher, other senior leaders, local governors and the trust's Chief Executive Officer.
4. Support professional leadership of the school and proactively

interrogate quantitative and qualitative attendance and behaviour data to ensure aspirational pupil outcomes for progress/attainment are achieved. Ensure there is effective and timely reporting to and engagement with parents and learners.

5. Develop and implement strategies, data analysis and appropriate attendance and behaviour interventions to ensure that identified standards of learner progress and attainment are met.
6. To contribute significantly to raising standards of pupil attainment, achievement, punctuality and behaviour for learning within the context of the trust's shared vision and principles.
7. Contribute to the development, delivery and monitoring of attendance and behaviour strategies to improve progress of all pupils and sub-groups, including more able, those that attract pupil premium and those with additional needs.
8. Ensure the welfare and safety of all pupils from all groups, including their Safeguarding.

Strategic leadership and management

As a member of the school's Senior Leadership Team and as a senior leader within the trust:

9. Work with the Headteacher, as a member of the Senior Leadership Team, and with stakeholders to develop a positive, Christian school ethos and culture, leading on specific school priorities.
10. Work with all stakeholders to develop a strategic vision for the school and a positive school ethos and culture.
11. Lead and manage the school in partnership with colleagues, local governors and the trust.
12. Develop, plan and deliver short-term and medium-term aims and objectives for the School within the context of the trust's longer-term vision and strategic plan.
13. Develop, review and evaluate the impact of school-wide policies and ensure these translate into effective practice.
14. Promote and develop the values of NEAT within the academy.
15. Contribute professionally to the broader NEAT agenda including the development, delivery and evaluation of trust-wide priorities and plans and working collaboratively with other academies and schools.

Curriculum and resource management

16. Contribute to the development of a curriculum offer from Key Stage 3 to Key Stage 4 that meets the needs of learners and enables high outcomes.
17. Contribute to curriculum modelling and planning to ensure the school's needs are proactively identified and can be managed within the academy's constraints.

People leadership and management

18. Develop and maintain a culture of working together and collective responsibility to achieve high standards throughout the school and the trust.
19. Manage the performance of colleagues who directly report to this post and ensure that staff receive appropriate recognition, support, development and challenge to achieve those high standards.
20. Promote a climate of reflective practice and professional development that enables all staff to achieve their best. Contribute to and participate in shared CPD arrangements across NEAT.
21. Support the development of capacity and skills within the school's middle leadership team.
22. Assist the Headteacher in the management, organisation and running of the school, including contributing to the development and implementation of school aims/ objectives, procedures, policies and practices, planning timetables and managing physical resources.

Parental, community and sector engagement

As a member of the school's Senior Leadership Team:

23. Develop strong and effective partnerships with parents and carers.
24. Develop a thriving sense of school community to include present, past and future pupils, local clergy and parents.
25. Create proactive links with the community including, for example, businesses, feeder schools, other local schools, local community groups and religious organisations.
26. Take an active role in developing networks across the education sector including other secondary schools and multi academy trusts.

Trust responsibilities

27. Work to fulfil the vision and values of the trust.
28. Assist in maintaining a healthy, safe and secure environment and act in

accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.

29. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
30. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
31. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
32. Participate in appraisal, training and development and other activities that contribute to performance management.
33. Attend and participate in regular team and 1:1 meetings.

Whole School Trust Improvement Lead – Attendance and Behaviour

34. Lead on whole school and trust improvement strategy compliance and a positive impact on attendance and on school behaviour.
35. Lead on whole trust training aligned to approaches to driving up attendance and work alongside colleagues across the trust schools to embed, identify and share best practice around attendance.