

FOXFIELD SCHOOL JOB DESCRIPTION

ASSISTANT HEADTEACHER

Employer: Wirral

Salary: L10- L14

Location: Foxfield School

Contract: Permanent

Working Pattern: Full Time

Overview of the role:

The Assistant Headteacher will support the Headteacher and Deputy Headteacher in:

- Communicating the school's vision and supporting the headteacher's strategic leadership.
- The day-to-day management of the school.
- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards meeting the school's aims and objectives.
- The Assistant Headteacher will also have a timetabled teaching commitment of 50% complying with the Teachers' Standards and modelling best practice for others.
- Being required to undertake any of the duties delegated by the Headteacher.

Qualities:

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties & Responsibilities

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's Relationship Policy.
- Encourage high levels of pupil attendance and help to uphold a school culture of safety, enjoyment, and engagement with learning to support attendance.
- Establish and sustain high-quality teaching across subjects and phases, based on evidence.
- Ensure the teaching of a broad, scaffolded, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so all pupils are taught to read.
- Promote a culture and practices that allow all pupils to access an appropriate curriculum.

- Have ambitious expectations for all pupils.
- Make sure the school works effectively with parents, carers and professionals to identify needs, and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).
- Establish and oversee systems, processes and policies so the school can operate effectively and efficiently.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Ensure effective use of budgets and resources.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure school improvement strategies are effectively implemented.
- Performance-manage middle leaders, including carrying out appraisals and holding staff to account for their performance.
- Manage staff well, with due attention to workload.
- Ensure staff have access to appropriate, high-standard professional development opportunities.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet their own needs.
- Work with the governing board as appropriate.
- Make sure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

This job description may be revised during the term the post is held for in keeping with the transition of school leaders. The responsibilities of the post holder could change and develop accordingly to meet the needs of the school but will remain commensurate with the nature and salary of the position.