



Job Description

Assistant Headteacher – Quality of Education

Leadership Range: 11-15

This job description is generic. Specific responsibilities and remit will be agreed on appointment of the successful candidate.

Responsible to: Deputy Headteacher

This post is an opportunity to play a crucial role in ensuring that Bishop Stopford's School becomes an outstanding school. The Assistant Headteacher will be responsible to the Deputy Headteacher and will work alongside SLT in defining, articulating and implementing the shared vision and values of the school through effective communication and engagement with all stakeholders. It is expected that the Assistant Headteacher will demonstrate outstanding leadership skills working under the direction of the Deputy Headteacher on the implementation of the strategic aims of the school. They will work with individuals and groups to ensure the provision of a high quality education for all our students.

General Leadership Duties

As Assistant Headteacher you will:

- work in collaboration with the Senior Leadership Team to ensure outstanding leadership and management within the school
- lead by example and be committed to high expectations
- assist in the day-to-day running of the school
- maintain a high profile around school
- lead on delegated areas of responsibility
- uphold and embed a culture that enables students and staff to excel
- help to improve the outcomes and progress of all students, including those who are disadvantaged
- support with the effective deployment of resources to secure excellent outcomes for all students
- have a deep and accurate understanding of the school's effectiveness and strategies for improvement
- support teacher development and improvement to ensure highly effective quality of education across the school
- help to create a climate in which teachers are motivated and are encouraged to develop their practice
- support the spiritual, moral, social and cultural development of students ensuring that the promotion of British values is at the heart of the school's work
- promote inclusion, equality of opportunity and diversity
- contribute to the safeguarding of students, promote student welfare and work with the Senior Leadership Team to ensure that students feel safe and staff are trained to identify safeguarding needs
- work effectively with all stakeholders and external providers to secure the best outcomes for all
- contribute and taken an active part in SLT meetings and other key meetings as appropriate
- participate in and support in the organisation and management of whole school events

- deputise for the Deputy Headteacher when required and in their absence

Assistant Headteacher

As Assistant Headteacher you will:

- support with the development of the school's improvement plan and help devise strategies for development
- analyse and use data in order to devise effective strategy
- regularly monitor student progress against school, subject and individual targets
- devise strategy and work with other stakeholders to ensure high levels of student achievement across all key stages
- devise strategy and work with other stakeholders to ensure high levels of literacy, self-regulation, metacognition and consistency for students
- support with the accurate monitoring of quality of education standards within the school
- maintain up-to-date records of teacher standards and the impact of training and support programmes on teacher and student performance within the departments/year group that you line manage
- ensure the ongoing enhancement of teaching and learning
- take an active role in staff CPD and training
- promote career development and opportunities for career progression
- ensure that teachers and other staff have high expectations of what students can achieve
- ensure that teacher subject knowledge is secure and is updated in line with new curriculum requirements
- be accountable for line management of designated curriculum subjects/year groups
- ensure that there is consistency of practice in the application of the school's behaviour policy within school
- promote and embed the school's ethos to ensure enhanced attitudes to learning
- oversee the provision of staff training in their specific area of responsibility
- ensure the implementation of strategies to ensure that students are confident, self-assured learners who are proud of their achievements in school
- foster a love for learning and an awareness amongst students of the role that education plays in their lives
- promote aspirational learning and high expectations
- promote the use of rewards, trips and extra-curricular activities within the school
- ensure the implementation of programmes to support with the spiritual, moral, social and cultural development of students
- ensure the implementation of programmes designed to promote respect, understanding and cohesion
- ensure the implementation of programmes to develop student awareness regarding health, safety and welfare
- ensure that systems and procedures are communicated to all stakeholders
- ensure positive and ongoing communication between home and school
- ensure positive working relations with the local community and support the school's recruitment of students and staff
- liaise with external and borough agencies as necessary
- make significant contributions to meetings of SLT.
- contribute to the operational management of the school and ensure it functions efficiently and effectively;
- be a highly visible presence around the school and role model expectations and standards to staff and students

- contribute to the Governors Committees as appropriate
- assume any other reasonable duties as needed and as directed by the Deputy Headteacher

General Duties

- carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document.
- uphold and promote the ethos and Christian values of the school
- uphold and follow the policies of the school
- establish positive working relationships with all stakeholders
- be a representative of the school
- ensure the well-being and safety of students at all times
- work in collaboration with others
- maintain professionalism at all times

The postholder must be flexible to ensure that the operational and strategic needs of the school are met.

Responsibilities will be rotated periodically to provide professional development and to enable preparation for promotion. This job description will be reviewed annually.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Enfield. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Bishop Stopford’s School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: