

Job Description

Job Title: Assistant Headteacher
School: Garratt Park School
Salary: L14 - 18b



Aim and main purpose of the job

- In partnership with the Headteacher, Senior Leadership Team and Governors, to ensure that the aims of the school are met.
- In conjunction with the rest of the Senior Leadership Team, to provide strategic direction and day to day management for the school.
- To lead on one of the following areas (Please refer to your preferred areas in your supporting statement):
 - Pastoral
 - Operational
 - Curriculum & Assessment
 - Teaching & Learning
 - SEND provision
- To lead a curriculum area (tbc depending on candidate's experience)

Key Areas of Responsibility

These will be negotiated at interview to reflect the strengths, experience and aspirations of the person appointed. We are looking for the right person for our school rather than a specific skills-set and individual areas of responsibility for the post will be negotiated within the context of the whole leadership team. However, the successful candidate will be expected to be able to take a leading role in the areas outlined below.

Strategic Direction, Planning and Development

- Work with the Headteacher and Governors to develop and implement a strategic direction for the school,
- Maintain commitment to a shared vision for the school which reflects its ethos and values,
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures,
- Rigorously evaluate aspects of the school's work,
- Ensure structures and systems are in place to maximise student potential.

Teaching and Learning

- Ensure effective teaching and learning throughout the school within the consistent expectations outlined
- Monitor, evaluate and develop the quality of teaching and student achievement
- Benchmark and target, set for continuous and sustained improvement.

Leading and Managing Staff and Students and Members of the Wider School Community

- Lead, motivate, support, challenge and develop staff to carry out their roles to the

- highest standards,
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation,
- Take oversight of student progress and achievement and maintain a high profile in ensuring standards of behaviour across the school,
- Promote effective communication and good relationships with students, staff, Governors, parents and the wider community,
- Have line management responsibilities for identified faculties.

Efficient and Effective Deployment of Resources

- Set priorities for expenditure, allocate funds and ensure effective management and control of a budget
- Monitor and review resources to improve the quality of education and achievement, to ensure efficiency and value for money

General

- Attend meetings of the relevant Governors' committees, as required
- Demonstrate a keen interest in all aspects of school life
- Participate in the annual review process
- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher
- Carry out SLT duty responsibilities to ensure the effective running of the school

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

This job description should be read in conjunction with the statutory requirements in the current version of the School Teachers' Pay and Conditions document.