

Assistant Headteacher

Responsibilities of post will be reviewed and confirmed based on successful interview and Offer

Job Description

The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post of Assistant Headteacher at Bohunt Worthing have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the post-holder and in accordance with the post-holder's strengths, areas of interest and the strategic development needs of the school.

Leadership and Management:

- To lead agreed on identified areas of the School Improvement Planning including being accountable for overall standards (academic and student support related).
- To contribute to the school's SEF processes, including the Headteacher's Report to Governors.
- To lead and manage middle leaders as identified, including their performance management.
- To lead provision review, development and quality assurance across the school.

Performance

- To provide/analyse data at all school levels for analysis and intervention
- To lead and manage the school professional development and quality assurance cycles.
- To monitor and hold middle leaders accountable for the outcomes of individual and groups of students' learning within the school.
- To work with leadership across the trust on provision review, development and implementation.

Teaching and Learning/Quality of Education

- To monitor the effectiveness of teaching and learning including coaching and mentoring, career professional development, learning walks; providing support and challenge as appropriate.
- To raise standards of student attainment and achievement within the school, ensuring the highest standards.

Student Support, Engagement and Enjoyment

- To keep up to date with legislation and innovation surrounding curriculum and pedagogy.
- To monitor and support the progress of students and use available data to intervene as necessary.
- To ensure colleagues are supported in developing themselves as practitioners and an 'open door' culture' of peer support is embedded.
- To promote a culture of enjoyment, respect and achievement.

Staff Performance

- To lead, manage and monitor the school's curriculum and pedagogical processes.
- To carry out the performance management review of some staff as required.

Other Duties

- To line manage colleagues as required.
- To lead professional development sessions as required.
- To lead assemblies as required.
- To oversee the school's compliance with data storage and management.
- To attend and contribute to governor meetings.

Any other duty reasonably requested by the Headteacher

Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful applicant will need to undertake an Enhanced DBS check and social media checks. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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