

Assistant Headteacher

Job Title:	Assistant Headteacher
Responsible to:	Head of School
Grade:	Leadership Spine 12-16
Terms and Conditions:	Full Time Permanent

The job description below is draft and subject to change following appointment. This is to enable the skills of all members of the Leadership Team to be utilised as effectively as possible.

Roles and Responsibilities
<ul style="list-style-type: none">• As a member of the School Leadership Team with the Headteacher and Deputy Headteacher to contribute to the development of strategic plans and work proactively towards securing at least good teaching for every pupil in every lesson.• Lead the continued development of teaching and learning practice across the school.• Lead the continued design and implementation of effective target-setting, progress tracking and intervention procedures which positively impact student progress and attainment and inform school self-evaluation.• Utilise data to monitor and analyse progress and attainment across all Key Stages.• Support HODs in improving progress and attainment in their subject areas.• Take responsibility for the Performance Management of designated teachers and support staff, ensuring they are supported to meet national and school standards.• Fully contribute to school improvement though undertaking all expected Leadership Team responsibilities

Health and Safety
<ul style="list-style-type: none">• Be aware of the responsibility for your personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.• Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development
<ul style="list-style-type: none">• In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.• Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

General
<ul style="list-style-type: none">• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.• Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.• This job description is current at the date shown, but in consultation with you, may be amended to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification	
Area	Essential attributes
Education	<ul style="list-style-type: none"> • Qualified teacher • Degree or equivalent qualification • Evidence of CPD, particularly in relation to Teaching and Learning
Experience	<ul style="list-style-type: none"> • Outstanding classroom teacher with high expectations and aspirations for our students' achievement and behaviour • Proven leadership skills and ability to motivate and inspire others. • Proven track record of supporting and challenging teachers to improve and of contributing to whole school improvements in teaching and learning. • Up-to-date knowledge of emerging issues in school leadership • Experience of planning and leading CPD programmes for teachers
IT Skills	<ul style="list-style-type: none"> • Competent ICT skills • Experience of latest data analysis tools
Other Skills and qualities	<ul style="list-style-type: none"> • An excellent communicator with strong interpersonal skills • The ability to communicate clearly with colleagues, parents and students. • The ability to work efficiently, prioritising effectively • The ability to work as part of a team, taking specific responsibilities for some school development areas. • The ability to prioritise your workload, work under pressure, and to tight deadlines • The ability to consistently demonstrate a relational approach
	<ul style="list-style-type: none"> • Clear commitment to continuous school improvement • Ability to work flexibly within a team and motivate others • Demonstrate a professional attitude • Ability to work effectively with a wide range of people across the school and from outside • Attendance at directed times • Attendance at events beyond school hours by agreement

Sheringham High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children. References will be sought and the successful applicant will be required to undertake an enhanced DBS check.