

## The Ridgeway School – Assistant Headteacher Job Description

<b>POST TITLE:</b>	<b>ASSISTANT HEADTEACHER</b>
<b>PURPOSE:</b>	<ul style="list-style-type: none"> <li>▪ To provide leadership of the Maths Faculty.</li> <li>▪ To provide leadership in the achievement of “good” and “outstanding teaching” and the induction of new staff within Maths.</li> <li>▪ To provide senior leadership at whole school level of – Teaching and learning Or Intervention and Data Tracking Or Curriculum Development</li> </ul>
<b>REPORTING TO:</b>	Associate Headteacher
<b>LIAISING WITH</b>	SLT, Faculty Leaders , Pastoral Leaders, teachers
<b>WORKING TIME:</b>	195 days per year. Full time
<b>SALARY/GRADE:</b>	Leadership Spine 12 - 16
<b>DISCLOSURE LEVEL</b>	Enhanced

### DIMENSIONS

<b>What is done</b>	<b>To Whom</b>	<b>With what outcome</b>
Lead in teaching and learning standards, progress and innovation within Maths	Staff, students, parents and carers and wider community	Improved standards of teaching and learning and consequently improved student progress.
Attend Governors meetings	Educational Standards and Full Governors	To report on what is happening in school and answer questions. To engage Governors in the life of the school
Leadership	The whole school	To promote team work and ensure effective working relations. To ensure all staff are engaged in the improvement of teaching and learning.
Line management	Maths, others to be identified	support challenge and lead to improved outcomes in those areas

### Core Role characteristics:

	<b>Knowledge</b>	<b>Professional Qualities</b>	
		<b>Is committed to</b>	<b>Is able to</b>
<b>Shaping the Future</b>	<ul style="list-style-type: none"> <li>▪ Knows about leading change, creativity, and innovation in teaching and learning.</li> <li>▪ Is able to develop, articulate, and achieve the strategic planning of teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leading and inspiring staff and students, setting high standards for every teacher and student.</li> <li>▪ The setting and achieving of ambitious, challenging goals and targets for staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate best practice, inspire, challenge, and motivate.</li> <li>▪ Empower teachers to improve their practice.</li> </ul>

<b>Leading Teaching and Learning</b>	<ul style="list-style-type: none"> <li>▪ Strategies for raising achievement, achieving excellence, and developing effective teachers.</li> <li>▪ The development of a personalised learning culture within the school.</li> <li>▪ Models of learning and teaching.</li> <li>▪ The use of new and emerging technologies to support teaching and learning.</li> <li>▪ The principles of effective teaching, and assessment for learning.</li> <li>▪ Curriculum design and management.</li> <li>▪ Using research evidence to inform teaching and learning.</li> <li>▪ Monitoring and evaluating the performance of teaching and learning.</li> <li>▪ School self evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The raising standards for all in the pursuit of excellence.</li> <li>▪ The continuing learning of all members of the school community.</li> <li>▪ The entitlement of all pupils to effective teaching and learning.</li> <li>▪ Choice and flexibility in learning to meet the personalised learning needs of every child.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate personal enthusiasm for and commitment to the learning process.</li> <li>▪ Demonstrate the principles and practice of effective teaching and learning.</li> <li>▪ Access, analyse, and interpret information.</li> <li>▪ To support the Headteacher and Associate Head in ensuring the development of the curriculum in line with school priorities and national developments.</li> <li>▪ Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement.</li> <li>▪ Acknowledge excellence and challenge poor performance across the school.</li> </ul>
<b>Developing self and working with others</b>	<ul style="list-style-type: none"> <li>▪ The significance of interpersonal relationships, adult learning, and models of continuing professional development (CPD).</li> <li>▪ Strategies to promote individual and team development.</li> <li>▪ Building and sustaining a learning community.</li> <li>▪ The role of, and relationship between, the professional standards, managing performance, CPD and driving sustained school improvement.</li> <li>▪ The impact of change on organisations and individuals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective working relationships</li> <li>▪ Shared leadership</li> <li>▪ Effective team working.</li> <li>▪ Continuing professional development for self and all others within the school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Foster an open, fair, equitable culture and manage conflict.</li> <li>▪ Develop, empower, and sustain individuals and teams.</li> <li>▪ Collaborate and network with others within and beyond the school.</li> <li>▪ Challenge, influence, and motivate others to attain high goals.</li> <li>▪ Give and receive effective feedback and act to improve personal performance.</li> <li>▪ Accept support from others including colleagues, governors and the LA.</li> </ul>
<b>Managing the organisation</b>	<ul style="list-style-type: none"> <li>▪ Principles and strategies of school improvement.</li> <li>▪ Project management</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distributed leadership and management.</li> <li>▪ The equitable management of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establish and sustain appropriate structures and systems.</li> <li>▪ Think creatively to</li> </ul>

	<p>for planning and implementing change.</p> <ul style="list-style-type: none"> <li>▪ Performance Management.</li> </ul>	<p>and resources.</p> <ul style="list-style-type: none"> <li>▪ The sustaining of personal motivation and that of all staff.</li> <li>▪ Collaborating with others in order to strengthen the school's organisational capacity and contribute to the development of capacity in other schools.</li> </ul>	<p>anticipate and solve problems.</p>
<b>Securing Accountability</b>	<ul style="list-style-type: none"> <li>▪ The contribution that education makes to developing, promoting and sustaining a fair and equitable society.</li> <li>▪ The use of a range of evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.</li> <li>▪ The principles and practice of quality assurance systems, including school review, self evaluation and Performance Management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Principles and practice of school self evaluation</li> <li>▪ The school working effectively and efficiently towards the academic, spiritual, moral, social, emotional, and cultural development of all its pupils.</li> <li>▪ Individual, team and whole-school accountability for pupil learning outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate political insight and anticipate trends.</li> </ul>
<b>Strengthening Community</b>	<ul style="list-style-type: none"> <li>▪ The work of other agencies and opportunities for collaboration.</li> <li>▪ The strengths, capabilities, and objectives of other schools.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective team work within the school and with external partners.</li> <li>▪ Collaboration and networking with other schools to improve outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recognise and take account of the richness and diversity of the school's communities.</li> <li>▪ Engage in a dialogue which builds partnerships and community consensus on values, beliefs, and shared responsibilities.</li> </ul>

<b>TEACHING:</b>	To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
<b>ADDITIONAL DUTIES:</b>	To play a full part in the life of The Ridgeway School community, to support its ethos, and to encourage staff and students to follow this example.

#### **OTHER SPECIFIC DUTIES:**

- To serve as a member of the Senior Leadership Team performing duties and attending meetings as required
- To continue personal development as agreed.
- To engage actively in the performance review process
- To actively work to obtain the views of students and other stakeholders and to use this information to help shape policy and practice
- To manage effectively the budget and physical resources provided in relation to your work and responsibilities
- To keep accurate records in relation to all work undertaken in the areas for which you have responsibility
- To carry out any other reasonable tasks as directed by the Headteacher or Associate Headteacher

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 provide a welcoming environment to visitors and telephone callers.

The Ridgeway School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the date shown, but in consultation with you, may be changed by the Headteacher or Associate Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.