



PERSONAL GROWTH | ACADEMIC EXCELLENCE

**REDDISH VALE HIGH SCHOOL  
JOB DESCRIPTION**

<b>Post Title:</b>	Assistant Headteacher
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Teaching staff and other specified personnel across school
<b>Liaising with:</b>	Head/Leadership Team, other Faculty Leaders, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents.

**Areas of responsibility and key tasks:**

**Operational/strategic planning**

- To lead the development of formulating and implementing appropriate resources, policies, assessment and teaching and learning strategies in the areas of responsibility
- To monitor actively and follow up student progress.
- To implement school policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.
- To ensure that the work in the areas of responsibility fully reflects the school's distinctive ethos and mission.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the areas of responsibility are in-line with national requirements and are updated where necessary, therefore liaising with the school's Health and Safety Manager.
- To work with the Deputy Heads in leading and or supporting appropriate events aimed at raising standards across school.

**Leadership and management**

- To support and deputise for the Deputy Headteacher or Headteacher.
- To understand issues relating to the organisation, ordering and funding of resources.
- To support and develop school policy and practice in areas of responsibility.

**Ethos and Values**

- Model the principles of Respect, Aspiration, Determination and Independence (RADI)
- Promote the school ethos, values and celebrate the work and achievements of the pupils
- Demonstrate high expectations of pupils and to challenge underachievement
- Have a commitment to professional learning and continuous improvement by taking part in the schools CPD programme, and show responsibility for own self development
- Implement the department and school policies and vision in the classroom

**Pastoral**

- Support general responsibility for the academic, social, personal and cultural developments of all pupils
- Guide individual pupils in regards to their personal development including their faith, specific phases of educational development and transition, identifying any non-academic matters of concern by providing guidance or liaising with pastoral colleagues as appropriate

**Quality assurance**

- To ensure the effective operation of quality control systems.
- To participate in the process of the setting of targets in areas of responsibility and to work towards their achievement.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the areas of responsibility.
- To monitor and evaluate the areas of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

**Management information**

- To ensure the maintenance of accurate and up-to-date information concerning areas of responsibility on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the areas of responsibility.
- To provide the Governing Body with relevant information relating to performance and development of areas of responsibility.

**Staffing**

- To work with the Deputy Heads to ensure that staff development needs are identified.
- To continue own professional development as agreed with Deputy Head.
- To be responsible for the efficient and effective deployment of technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover liaising with the Cover Supervisor/relevant staff to secure appropriate cover.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the areas of responsibility and act as a positive role model

**Communications and liaison**

- To ensure that all staff are familiar with whole-school aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the school's views and interests at appropriate forums and where appropriate, to chair such forums.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective links with partner schools and the community, promoting subjects effectively at liaison events in school, partner schools and the wider community.
- To promote actively the development of effective links with external agencies.

**Teaching and Learning**

- Teach classes as directed, which follows Department Syllabuses and Schemes of Work, ensuring all lessons are suitably planned to meet the needs of different groups of learners and appropriately resourced
- Ensure teaching is creative, engages and inspires pupils and makes effective use of technology
- Ensure marking and feedback complies with school policy and that there is a strong focus on assessment for learning
- Ensure that all homework is appropriate and recorded on 'Show my Homework'
- Promote a positive climate for learning and behaviour, implementing learning strategies that enable all pupils to be successful
- To undertake an appropriate programme of teaching in accordance with the school's schemes of work and National Curriculum

- Liaise with colleagues to deliver units in a collaborative way
- Work with Teaching Assistants and the SENCO to identify learning programmes matches to all pupils' needs.
- Set targets for student attainment levels
- Demonstrate good practice in the teaching areas of responsibility

**Pupil support**

- To monitor and support the overall progress and development of students.
- To monitor progress and performance in relation to targets set; ensuring that appropriate action is taken where necessary.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in school so that effective learning can take place

**Management of resources**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

**Safeguarding**

- To be committed to safeguarding and promoting the welfare of pupils, including recording/reporting any concerns promptly and accurately

**Health and Safety**

- Comply with the schools health and safety policy and legislation

<b>Signed by Post Holder:</b>	<b>Date:</b>
<b>Signed by Headteacher:</b>	<b>Date:</b>

**ASSISTANT HEADTEACHER  
PERSON SPECIFICATION**

<b>Qualifications and Professional Development</b>	
Qualified Teacher Status	E
Good honours degree in relevant subject	E
Evidence of commitment to own professional development	E
Recent relevant CPD	D
<b>Experience</b>	
Experience of planning and teaching Secondary curriculum	E
Recent successful teaching at KS3 and 4	E
Experience of being a good/outstanding teacher/trainee teacher	E
Experience of using progress data to inform teaching and learning	E
<b>Skills and Knowledge</b>	
Current knowledge and understanding of the curriculum in the relevant subject	E
The ability to create innovative resources and learning opportunities to engage pupils	E
Knowledge of Assessment for Learning and how to use it to engage pupils	E
To be able to effectively use data, assessment and target setting to raise standards and address weaknesses	E
The ability to produce detailed schemes of work and sequential lesson plans	E
To be able to exemplify how the needs of all priority groups have been met through high quality teaching	E
The ability to use strategies to provide access to the curriculum for pupils from a variety of cultural backgrounds, pupils with English as a second language, SEND, Pupil Premium and High Band pupils	E
The ability to form good relationships with colleagues, pupils, parents and other professionals	E
Ability to work part of a team	E
The ability to meet deadlines using effective time management skills	E
Able to demonstrate a proven track record of effective behaviour management strategies	E
Good IT skills	E
Excellent verbal and written communication skills	E
<b>Personal Qualities</b>	
A commitment to continuing personal professional development	E
A commitment to safeguarding and promoting the welfare of young people	E
A commitment to equal opportunities and inclusion by demonstrating an understanding, awareness and empathy for the needs of the pupils at Reddish Vale High School and how these could be met	E
Able to maintain confidential issues within the working environment	E
A willingness to contribute to extra-curricular activities/whole school events	E