



FINHAM PARK
MULTI ACADEMY TRUST

JOB DESCRIPTION

Job Title: Assistant Headteacher

Grade: L11-L15

Hours: Full-Time

Contract Type: Permanent

JOB PURPOSE

- Undertake the normal responsibilities of a classroom teacher
- Be a member of the leadership team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Maintain a high profile presence, and to be accessible to and supportive of students, staff, parents and the wider community, as appropriate
- To ensure that Finham Park 2 plays an active and influential part in educational and other partnerships, locally, regionally and nationally
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Strategic Framework and the aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Leading and managing staff and resources to that end
 - Monitoring progress towards their achievement

GENERAL DUTIES (Not in Order of Priority)

Main Tasks

See 'Specific Duties' document.

Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers
- To be responsible for teaching across all key stages

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation





- Planning improvement which will translate school aims and policies into actions
- Implementing policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines

Curriculum Design

To be responsible for progress and support of one or more subject area

To be responsible for:

- The development, organisation and implementation of the school's curriculum & timetable- including Out of School Hours Learning (OOSHL); Enrichment
- Ensuring that information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school and holding it to account
- Ensuring that individual students' continuity of learning and effective progression of achievement are provided
- School policies on curriculum, assessment, recording and reporting
- Using relevant data to ensure timely and high impact interventions across the school
- Staffing of the curriculum (with the HT)

Student Support

To be responsible for the line management of a College within our vertical support framework (as the school grows and develops).

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance
- The effective induction of students
- The determination of appropriate student groupings
- The promotion among students of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
- The development of a culture of independent learning
- The handling of individual student disciplinary cases
- The delivery of "World Class" Student Voice and Student Leadership programmes
- The development of pastoral data systems (behaviour & attendance) to ensure timely and high impact interventions





The leadership and management of staff

- To be responsible for the line management and performance management of specific faculty/subject/college leaders
- To participate in the recruitment and development of teaching and associate staff of the school
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers
- The provision of professional advice and support and the identification of training needs

Relationships

- To be responsible for fostering positive relationships across the school community
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
- To develop and maintain positive links and relationships with the community, local organisations and employers

SPECIFIC DUTIES

It is School policy to review leadership roles over a period of time. Initially this role will be focused on:

Behaviour and Safety

On appointment the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed:

Date:

Print Name:

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment

