

Job Title: Assistant Headteacher

Salary: Leadership Pay-Scale 12-16

School: Robert Barclay Academy

Aim and main purpose of the job

- To provide excellent leadership and high quality management, enabling the Academy to realise its strategic intentions as determined by the Trustees, Governors and Headteacher.
- To support the Headteacher in securing the improvement and success of the Academy.

Key Areas of Responsibility

The key area of responsibility will be to oversee the strategic leadership and management in the pastoral work of the School. Aligned to this key role, the successful candidate will be expected to be able to take a leading role in the areas outlined below.

Strategic Direction, Planning and Development

The Assistant Headteacher will:

- Work with the Headteacher, Governors and Trustees to develop and implement a strategic direction for the school,
- Maintain commitment to a shared vision for the school which reflects its ethos and values and those of the Trust,
- Provide strategic vision by keeping abreast of national developments and statutory requirements in terms of performance measures,
- Evaluate rigorously aspects of the Academy's work,
- Ensure structures and systems are in place to maximise student potential.

Teaching and Learning

The Assistant Headteacher will:

- Ensure effective teaching and learning throughout the school within the consistent expectations of the RBA Teaching Standards Matrix,
- Monitor, evaluate and develop the quality of teaching and student progress and achievement,
- Benchmark and target set for continuous and sustained improvement,
- Teach assigned classes, usually 20-24 periods per fortnightly cycle.

Leading and Managing Staff and Students and Members of the Wider School Community

The Assistant Headteacher will:

- Lead, motivate, support, challenge and develop pastoral staff to carry out their roles to the highest standards,
- Ensure effective performance management through monitoring, evaluation, feedback and encouraging self-evaluation,
- Take oversight of students' welfare and maintain a high profile in ensuring that there are high standards of behaviour across the school,
- Promote effective communication and good relationships with students, staff, governors, parents and the wider community,
- Have line management responsibilities for Heads of Year and other support staff related to the pastoral care of the school.

Efficient and Effective Deployment of Resources

In line with the school's development plan, the Assistant Headteacher will:

- Set priorities for expenditure, allocate funds and ensure effective management and control of the budget,
- Monitor and review resources to improve the quality of education and achievement, to ensure efficiency and value for money.

General

The Assistant Headteacher will:

- Attend meetings of the relevant Governors' committees as appropriate,
- Demonstrate a keen interest in all aspects of school life,
- Undertake any professional duties of the Headteacher, reasonably delegated by the Headteacher,
- Carry out SLT duty responsibilities,
- Work collaboratively across the Trust and promote the Scholars' Education Trust both locally and nationally as a forward thinking, outward thinking Multi-Academy Trust.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.