

Job Description

Associate Assistant Headteacher

TITLE OF POST: Associate Assistant Headteacher

PAY SCALE: Leadership Scale – L11 – L14

LINE MANAGER: **Vice Principal**

PURPOSE OF THE POST

To support the leadership group in providing professional leadership for the college to secure its continued success and development.

To ensure high quality learning and teaching and subsequent academic achievement for all students.

PROFESSIONAL DUTIES

In addition to the professional standards for teachers, an Associate Assistant Headteacher is required to do the following:

- To lead on a whole school responsibility, as determined by the Head Teacher and in relation to the areas of development in the school improvement plan.
- To undertake responsibility for the running and management of a core department.

1. **GENERIC RESPONSIBILITIES**

As an Associate Assistant Headteacher, you will be required to be responsible for some bespoke aspects of the following:

a) Leading Learning and Teaching:

- Demonstrate personal enthusiasm for and commitment to the learning process.
- Demonstrate the principles and practice of effective teaching and learning.
- support and contribute to research and debate about effective learning and teaching
- Acknowledge excellence and support Assistant Headteachers and Deputy Headteachers who are leading on whole school improvement priorities across the School.

b) Pastoral Responsibility:

- Uphold the college's Catholic ethos at all times
- Place Christ at the centre
- Understand and recognise that the college holds the teaching of Christ at the heart of all we do
- To support students in their journey of faith

c) Leading of the organisation:

- Contribute to established structures and systems within specified areas of responsibility.
- Sustain the existing structures and systems within the school.

- Contribute to ensuring that policies and practices are consistently implemented across the school.
- Help to manage aspects of the college efficiently and effectively on a day-to-day basis.
- Delegate management tasks and monitor their implementation.
- Prioritise, plan and organise themselves and others.
- Think creatively to anticipate and solve problems.

d) Securing Accountability:

- Carry out systematic and rigorous self-evaluation, in your delegated area of responsibility and support others to do so.
- Collect and use data to understand the strengths and weaknesses of the college.
- Be responsible for quality assuring key departments.

Associate Assistant Headteacher Person Specification	Application	
Qualifications and CPD		
Graduate and Qualified Teacher Status		
Evidence of continued professional development at leadership level		
Commitment to ongoing research into school improvement		
Knowledge/Experience		
Evidence of high-quality teaching		
The ability to think and act strategically at whole school level		
The ability to challenge, influence and motivate others		
Highly tuned ability to analyse and use information to drive school improvement		
Evidence of raising educational achievement and standards for all Students		
Readiness to identify and respond to new challenges with good judgement and perseverance		
Excellent problem-solving skills		
Engagement in collaborative partnership working, within and beyond the school		
Professional and Leadership Skills		
An ability to communicate with all stakeholders		
An ability to track progress through school's data systems		
Outstanding presentation and communication skills – including in written communications		
An ability to complete tasks to a high standard with attention to detail		
Skilled at working with people and the ability to inspire and motivate others – both staff and students		
Relationships		
An ability to establish good working relationships with colleagues, students, parents and the wider community		
An ability to communicate effectively in oral and written forms		
An understanding of and commitment to the effective promotion of the school		
An ability to lead teams effectively		
Personal Qualities/Attributes		
A positive, enthusiastic outlook, embracing risk and innovation		
Commitment and dedication to social justice, equality and excellence		
A high level of emotional intelligence		
Respect and empathy towards others		
Resilience, perseverance and optimism		
Decisiveness and consistency		
Drive for improvement and challenging underperformance		
Capacity to be flexible, adaptive and creative		
Capacity to receive and act on feedback to build on strengths and improve personal performance		