



Many Minds One Heart

# Northfield School & Sports College

## Job Description

**Job Title:** Assistant Headteacher

**Responsible To:** Headteacher

**Grade:** L14 – L18

### ROLE PURPOSE

1. To provide strong leadership for Northfield School and Sports College.
2. To be accountable for the quality of our student well-being strategy.
3. To lead and manage our guidance teams and be responsible for all aspects of our care, guidance and support programme.
4. To lead on key strategic whole school areas linked to priorities as identified in the School Improvement Plan.
5. To provide proactive support to the Headteacher in realising the shared vision for the school.
6. To deputise for the Headteacher or Deputy Headteachers as required.
7. To be a highly visible, professional and proactive member of the senior leadership team.
8. To inspire, motivate and enthuse our young people.
9. To work creatively and collaboratively as a senior leader, identifying and sharing best practice.
10. To ensure that we know what we are doing well and what we need to improve through systematic self-evaluation.
11. To drive performance and inspire further achievement.
12. To be a positive role model for all colleagues and pupils.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- To lead on all aspects of the school's pupil well-being strategy to include work on bullying and tackling sexual abuse and harassment in schools.
- To lead and manage the school's guidance team.
- To be the school's Designated Safeguarding Lead
- To lead on all aspects of attendance.
- To lead on all aspects of pupil rewards, pupil voice and day to day operational matters around managing behaviour and exclusions.
- To support the Deputy Headteacher for Inclusion by managing referrals to our Personalised Learning Centre.

## **Improving outcomes**

- By means of target setting and the analysis of pupil data, ensure a consistent and continual school-wide focus on improving pupil attendance.
- By use of data and pupil tracking, monitor the progress of pupils across the school.
- Line-manage the work of key colleagues in our guidance team to ensure an ethos of challenge and support.
- Incorporate pupils as sources of data and learning in all self-evaluation activities.
- Take a full part in the self-evaluation of the school, curriculum areas and year groups.

## **Developing self and others**

- Share leadership, build teams and work cooperatively within and outside school to realise the school's vision.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Acknowledge and celebrate the responsibilities and achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.

## **Managing the organisation**

- Lead on key strategic whole school areas linked to priorities as identified in the School Improvement Plan.
- Be aware of and respond to national developments in safeguarding.
- Devise and implement a diverse and flexible well-being programme that promotes and supports achievement and well-being of all pupils.
- Develop the school's partnerships with stakeholders including parents, outside agencies as well as other schools and institutions.
- Support the Headteacher, Deputy Headteachers and governors in monitoring, evaluating and reviewing the effect of school policies, and practices.
- Support the Headteacher, Deputy Headteachers and governors in monitoring and evaluating whole school priorities and targets.

## **Securing accountability**

- Be accountable to the Headteacher and Governors for the quality of education at Northfield.
- Hold others to account for pupil progress.
- Reflect honestly on personal contribution to school achievements and take account of feedback from others and ensure a personal development plan.
- Be committed to the school's three core values of respect, honesty and resilience.
- Be a positive role model to all pupils, staff and parents.
- Take a leading role in developing colleagues through the school's appraisal and support programmes.

Self evaluation of all the above will be carried out as a continual process.

**PERSON SPECIFICATION** (See attached sheet)

## **ADDITIONAL INFORMATION**

- This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
- The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
- The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support of and commitment to Equal Opportunities Policies.
- The postholder will be expected to undertake any appropriate training provided by the authority and/or school to assist them in carrying out any of the above duties.
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To ensure that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate is required for this post prior to commencement.

The 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.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.