

# **Rokeby School**

## **Job Description - Assistant Headteacher**

The successful candidate will be able to demonstrate/provide evidence of the following:

- Qualified teacher status, further training and/or study relevant to a leadership post.
- Successful experience (at least 2 years) at middle management level within a similar context to Rokeby, given the nature and ability profile of our intake.
- The ability to inspire, lead and manage teams effectively.
- The capacity to contribute to whole school development planning.
- Understanding of whole school monitoring and evaluation processes.
- Excellence as a classroom teacher.
- Understanding of practical and innovative strategies to raise achievement of all learners including those on the code of practice and those who have English as a second language.
- The skills to lead on whole school issues.
- Competency in the use of ICT both in administration, teaching and learning.

### **Leadership**

- To contribute to the development of the whole school ethos promoting improvements in all aspects of school performance.
- To contribute to the development of the school development plan and other strategic documents.
- To project a positive image of the school through relationships with staff, students, parents/carers and the wider community.
- To help foster a culture where success is recognised and celebrated and where underperformance is rigorously and honestly addressed through support and challenge.
- To line manage subjects taking overall responsibility for the quality of teaching and learning, curriculum provision and outcomes.

### **Teaching and Learning**

- To promote effective classroom practice through modelling and provision of training.
- To promote innovation and creative approaches to engage all learners.
- To contribute to the development of the school's teaching and learning policy, leading on aspects as required.
- To support the provision of an enriching and rewarding curriculum appropriate to the needs of Rokeby students.

### **Behaviour Management**

- To support line management areas in the management of student behaviour.
- To ensure line management areas consistently apply the school's behaviour management policy, systems and procedures.

### **Continuous Professional Development**

- To contribute fully to the school's systems for performance management.
- To take responsibility for supporting staff development within line management areas and ensure that training needs are identified.
- To implement school and LA policies in relation to personnel as appropriate.

### **Quality Assurance and Monitoring**

- To contribute to the development of the school's systems for monitoring, evaluation and review.
- To lead lesson observation programmes within line management areas.
- To contribute to scheduled monitoring activities including lesson planning, marking and use of school diary.

- To monitor student performance within line management areas using prior attainment data and teacher assessment.
- To monitor consistency of student performance across line management areas and address underachievement.
- To monitor line management area performance in relation to academic targets, department development plans and the school improvement plan priorities.
- To ensure that deadlines are met by line management areas with respect to data requests and the assessment recording and reporting schedule.
- To ensure that reports within line management areas are completed in accordance with school policy.

### **Finance and Resources**

- To monitor cost-effective use of finances within line management areas.
- To liaise with the School Business Manager regarding financial planning within line management areas.

### **Accommodation**

- To be responsible for the maintenance of a positive learning environment within line management areas ensuring regular and appropriate display.

### **Administration**

- To ensure that minutes of meetings and agendas are distributed in accordance with school policy and procedure.
- To fully contribute to school publications, including brochures, newsletters and reports to governors ensuring that line management areas are fully represented.

### **Communications**

- To ensure that school policy is regularly communicated to all staff.
- To ensure that views and information from staff are communicated to the Headteacher.
- To ensure that line management area documentation, including schemes of work, revision guides, subject guides for parents/carers, are regularly updated and available.

### **The School and the Community**

- To participate fully in all school events including parent evenings, curriculum evenings and celebrations of achievement.
- To represent the school at external events as required.
- To involve parents and carers actively in the life of the school.
- To work with community and business partners and encourage involvement in the life of the school.

### **Governors**

- To participate in governors' sub committees in accordance with whole school responsibilities.
- To co-ordinate the involvement of link governors within line management areas.

**Additional whole school responsibilities specific to this post will be discussed and reviewed annually.**

## **Person Specification – Assistant Headteacher**

- Good degree and teaching qualification.
- Relevant and successful teaching experience.
- Outstanding subject knowledge.
- Outstanding teaching skills and classroom practice.
- Experience of implementing whole school strategies (or demonstrate the ability to do so).
- Ability to lead on whole school training / CPD.
- Ability to provide vision, leadership and direction for line management areas.
- Ability to review, monitor and evaluate the curriculum and own work.
- Ability to use assessment to raise standards of achievement.
- Ability to perform effectively in a variety of situations.
- Ability to develop as a leading professional in the school.
- Ability to use ICT effectively.
- An awareness of the importance of emotional intelligence in managing oneself and others.
- Ability to maintain professional integrity and confidentiality at all times.
- A professional understanding of child protection and safeguarding matters.