

JOB DESCRIPTION

Post title:	Assistant Headteacher
Academy:	Sedgefield Community College
Reporting to:	Headteacher
Salary/Pay range:	L12 - L16
Hours of work:	Full Time

Purpose of Job

Be responsible for the incorporation of new technologies into teaching and learning throughout the college. There will also be additional responsibilities to be determined by the successful candidates' individual strengths.

Main Duties and Responsibilities

Specific Responsibilities;

- To support and enhance the development of colleagues.
- To participate in the statutory process of appraisal.
- Responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- Be responsible for creating and coordinating effective professional development across the college relating to the use of new technologies.
- Be responsible, as a member of the senior leadership team, for line management of departments/area as delegated by the Headteacher.
- Promote effective curriculum leadership within a portfolio of subjects, as required;
- Be responsible for creating and sustaining an ethos of aspiration and challenge within the college.
- Be responsible for ensuring that subject leaders and teachers set appropriate levels of challenge and differentiate appropriately to meet the learning needs of all pupils.
- Work with departments and individual teachers to improve the quality of teaching, learning, assessment, recording and reporting.
- Work with other members of the senior leadership team to 'triangulate' data, quality assure systems and evaluate the impact and effectiveness of the college's educational strategy.
- Be responsible for any allocated budget and those budgets of any direct reports to ensure they are spent effectively and maximise impact of learning outcomes for students.
- Perform duties as a classroom teacher, as directed by the Headteacher.

General Responsibilities

The Assistant Headteacher shall perform those duties particularly assigned by the Headteacher as follows:

Teaching and Learning

- Provide high quality teaching and learning through your own classroom practice.

- Model high quality teaching and learning for others.
- Manage and monitor the quality of teaching and learning for all pupils.
- Support other colleagues to develop their teaching skills.
- Support other colleagues to develop their leadership skills.
- Ensure that Academic Leaders are taking effective action where teaching is not of a good standard.
- Ensure that effective support is in place so that weak teaching does not disadvantage pupils.
- Manage and support Academic Middle Leaders to ensure that all teachers are using assessment data and information to plan effectively, to track pupils' progress and to put in place effective intervention where pupils are not making expected progress.

Training

- With other leaders, identify the training needs of all academy staff and organise training to meet these needs.
- Provide training to individuals and groups of staff.
- Ensure that you are up to date and conversant with all legislation, guidance, accountability frameworks and good practice for teaching and supporting secondary aged pupils.
- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2016 where required