**Pendle Community High School & College**

**Assistant Headteacher**

**Job Description**

**Job Title:** Assistant Headteacher

**Accountable to:** Headteacher

**Main Purpose**

**The Assistant Headteacher’s main responsibilities:**

* To operationally manage the Quality of Education.
* To actively contribute to the general strategic leadership across school and college
* To undertake general responsibilities of the class teacher (up to 50% timetable)
* To undertake other such duties as delegated by the Headteacher

**Main Tasks:**

1. To operationally manage the Quality of Education

* Jointly develop, monitor and self-evaluate the School Improvement Plan, with key responsibilities for:
  + Considering SIP accurately reflects current priorities (inc key targets and actions) to further promote the effectiveness of Quality of Education.
  + Reviewing and further developing associated policies and practices.
  + Leading and managing associated staff and resources (and monitoring/reviewing progress accordingly).
* Effectively lead and manage staff teams
  + Contributing to the induction, line management and appraisal of staff.
  + Participating in the appraisal of the performance of teachers.
  + Providing regular professional advice and support and the identification of training needs.
  + Ensuring positive staff participation, effective communication and procedures are in place.
* Undertake shared responsibility to monitor, review and regularly update the curriculum, provision and accreditation including:
  + Ensuring a co-ordinated, coherent curriculum entitlement is available for all types of students’ needs (including the core and enriched curriculum).
  + Developing, organising and implementing the curriculum, from effective long and medium term planning to day-to-day management.
  + Implementing termly School Improvement tasks and activities - and ensuring quality assurance of teaching and learning.
  + Contributing towards the updating policies re: Quality of Education, curriculum, assessment etc
  + Ensuring student progress data is regularly tracked and used to continually improve teaching and learning.
  + Regularly summarise and effectively report outcomes and achievement data (including Pupil Premium Grant) to Governors.
  + Ensuring continuity of learning and progression across the curriculum.
  + Offering advice, support and guidance to all teachers as and when required.

1. To actively contribute to the general strategic leadership across school and college

* Developing and maintaining the ethos, values and purposes of school and college.
* Actively contributing to wider school improvement planning and self-evaluation.
* Actively contributing to Senior Leadership Team activities.
* Participating in the recruitment and professional development of teaching and non-teaching staff across school and college.
* Working collaboratively with the Headteacher/Deputy head in the ‘day to day’ operational management of the school and college to ensure efficient organisation, management and supervision at all times.

1. To undertake the general responsibilities of the class teacher (up to 50% timetable)

* Carrying out duties of a general class teacher as set out in the current School Teachers’ Pay and Conditions Document and generic teacher’s job description (including occasionally providing cover for absent teachers).
* Actively contributing towards Individual Education Plans, Education Health and Care Plans and Annual Reviews for students taught.
* Sharing responsibility for the promoting of safeguarding, personal development and well-being, and social, emotional and behavioural support of all pupils.

1. To undertake key responsibility for ensuring individual student needs are effectively met

* Monitoring and checking Individual Education Plans.
* Checking Education Health and Care Plan documentation (including annual review advice) is up-to-date and chairing Annual Reviews.
* Undertaking effective transition support (including KS 2-3)

1. To undertake other such duties as delegated by the Headteacher

**Updated by:** Chris Lingard (Headteacher); Jenny Bayliss (Deputy Head) and Debra Grogan (Deputy Head) March 2020