

Role Profile			
Role	Assistant Head	School	United School International
Direct Reports		Reporting To	Head of Secondary
Role Purpose			
<p>The Assistant Headteacher will support the Principal in providing professional leadership for the school, which secures success and improvement, ensuring high quality education, improved standards of learning and achievement of all pupils.</p> <p>This Role Profile sets out the core priorities and scope of the role, although is not intended to detail all specific duties. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.</p>			
Key Accountabilities			
Core Responsibilities			
<ul style="list-style-type: none"> To provide leadership and management of Data and Reporting. Advise the Principal and Senior Leadership team on data and reporting issues. Contribute to the construction of school reports and the timetable. Whole school discipline Contribution to teaching To ensure a high-quality experience for all pupils Analyse data effectively to inform future planning and have an impact in raising standards. 			
Strategic Direction and Development of the School			
<p>The Assistant Headteacher, working with the Senior Leadership Team will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development.</p> <p>As a member of the Senior Leadership Team, they will contribute to the establishment of a shared vision for the school; the establishment of an ethos which promotes effective teaching and learning, which sustains improvement in the development of all pupils; and the development and implementation of a strategic plan.</p>			
<ul style="list-style-type: none"> Developing policies and procedures, in line with school policy, that will ensure high achievement and effective teaching and learning. Using data on pupil performance to inform policy and practice, identify underachieving pupils and monitor the effectiveness of the subject. Contribute to all aspects of the whole school timetable. Through work with the Heads of Department to ensure that data is used effectively to raise standards of achievement and attainment at all key stages Provide timely data and data analysis to Curriculum Leaders, SLT, and Principal Lead the strategic use of data by Curriculum Leaders and SLT to track, monitor and support groups and individual students Contribute on all aspects of assessment and report writing throughout the school in liaison with the Assistant Headteacher Teaching and Learning Lead on target setting for the whole school and subject areas with Curriculum Leaders and Principal. Support teaching staff to develop their use of data to set and achieve challenging targets for all students. Monitor and evaluate academic standards, achievement and progress across the whole school. Ensure consistency, transparency and effectiveness in the use of data across the school. 			
Teaching and Learning			
<p>The Assistant Headteacher as a member of the Senior Leadership Team, will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of pupils' achievements and use benchmarks and set targets for improvement.</p>			

- Ensuring effective development of pupils' literacy, numeracy and information technology skills through the curriculum.
- Establishing and implementing clear policies and practices, in line with school policy, for assessing, recording and reporting on pupil achievement and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Selection of appropriate syllabuses and examination boards, in line with school objectives and the provision of appropriate information to the schools Examination Officer.
- Ensuring that subject teachers are aware of its contribution to pupils' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Encourage extra - curricular activities so that they permeate the life of the school.
- Developing effective links with the local community, including business and industry, in order to extend the curriculum, enhance teaching and to develop pupils' wider understanding.

Recruitment

The Assistant Headteacher will work with SLT to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

Manage Resources

- Establishing staff and resource needs for the subject and advising the School Business Lead and SLT of likely priorities for expenditure. Allocating available resources with maximum efficiency to meet the objectives of the school and subject plans and to achieve value for money.
- Advising the SLT on the deployment of staff involved in the subject to ensure the best use of subject, technical and other expertise.
- Ensuring the effective and efficient management and organisation of learning resources, including information and communications technology.
- Maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work.
- Ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed.

Accountability

The Assistant Headteacher as a member of the Senior Leadership Team will account for the efficiency and effectiveness of the school to the pupils, parents, staff and other members of the local and wider community. This will include effective communication and advice to SLT and accountability for the school performance.

Other Professional Requirements

- To play a full part in the life of the School Community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the Principal and accept any reasonably delegated additional responsibility.

The post holder is also expected to carry out any other duties as reasonably requested or required by the Principal to ensure the effective running of the school.

Specific Accountabilities / Specialisms & Specific Local Duties

- Have detailed knowledge and understanding of the relevant programs of study.
- In depth and up to date knowledge and understanding of the UK national curriculum
- A clear understanding and experience of Child Protection and safeguarding policy and procedures.

Person Specification

Skills, Knowledge, and Experience

- Bachelor's degree, in Education, School Management or a related field
- Qualifies Teacher Status

- Experience of teaching an international student body is desirable
- Successful experience in school, educational and/or curriculum leadership and development.
- Confident and competent ICT user
- Ability to work as part of a team and on own initiative with high levels of resilience and flexibility

Competencies

- **Results Orientated:** Ensures that lessons have objective & demonstrable learning outcomes which are achieved
- **Ability to Plan:** Long, medium and short term to assess results and ensure good progress
- **Strong Communicator and tutor:** Excellent communication and interpersonal skills, both verbal and written, which aid promote engagement and actively promote the school
- **Analytical, creative and flexible:** A problem solver with strong decision-making skills and critical thinking, but with the ability to adapt and change where required
- **Accountable:** Takes ownership and responsibility for decisions and sets standards to act as a role model
- **Team Worker:** Ability to work as a strong team leader and team member as required
- **Resilient:** Demonstrates resilience to respond to challenge