



Stepney All Saints School

We Learn Together | We Pray Together | We Achieve Together

Headteacher: Mr P Woods

JOB DESCRIPTION

Post Title: Assistant Headteacher

Grade: L16 – L20

Department: Senior Leadership Team

Responsible to: Deputy Headteacher

INTRODUCTION

In addition to the duties covered by the School Teachers' Pay and Conditions Document, the post of Assistant Headteacher involves deputising for the other Assistant Headteachers and Deputies in their absence.

As a key member of the Senior Leadership Team, the Assistant Headteacher will have a key role in strategic leadership and development, formulating policy and monitoring our pastoral and academic provision.

Key responsibilities

The following are generic responsibilities of the post:

1. Basic principles

- To contribute to and lead aspects of the School Development Plan as required.
- To develop, monitor and implement school policies as required.
- To act as a behavioural role model to staff and students.
- To actively work to engage parents and carers in all aspects of their child's learning.
- To promote the school ethos through leading assemblies.
- To ensure accountability through regular reviews of progress and monitoring.
- To provide support and challenge to all staff.
- To ensure that Stepney All Saints School policy and practice reflects a commitment to equal opportunities and inclusion.

2. Learning and Teaching

- To act as a lead professional in the classroom promoting the highest standards of learning.
- To coach and mentor staff and students to become more effective learners, teachers and leaders.

3. Working with Others

- As a member of the school's Senior Leadership Team to contribute to building and maintaining a culture of high expectations and achievement.



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- To advise and liaise with members of the Governing Body as appropriate and ensure that they have an accurate understanding of the work of the school.
- To organise governor visits to subject areas.

Additional Duties

1. Play a full role within the life of the school community, support its ethos and encourage all staff and students to follow this example.
2. Promote and support all school policies.
3. Continue personal professional development.
4. Undertake any other duty as specified by the STPCD not mentioned above.

In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Headteacher.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



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EQUAL OPPORTUNITIES STATEMENT

Adhere to the School's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed

Postholder

Date

Signed

Headteacher

Date
